



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: (Chester County Family Academy CS)

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? (CCFA will be in the red phase. We will be doing strictly remote learning and a staggered schedule for staff to use the building.)

- 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).
- CCFA will be beginning the 20-21 SY in 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): (We will revisit this plan every 2 weeks until total reopening potentially in Nov. or Feb. 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)
Tara Webber	CEO	Co-Pandemic Coordinator/Plan development and Pandemic Crisis Response Team
Sandy Schmidt	Nurse	Pandemic Crisis Response Team
Ana Feliciano	Administrative Assistant	Plan Development and Response Team
Sarah Behrndt-Malone	Teacher/Operations Coordinator	Plan Development and Response Team

Karina Santiago	Parent (Spanish Speaking)	Response Team-this parent will inform all parents as plan changes throughout the school year.
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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.

Below please find the three-phased matrix for reopening. Please note: As information becomes available and the situation evolves, the Phases and the actions that need to be taken may overlap, and not all actions in every phase may need to be taken, but all will be considered. This plan is to serve as a guide. The actual situation and outbreak may call for different actions to be taken during any point in any phase.

RED PHASE	YELLOW PHASE	GREEN PHASE
<ol style="list-style-type: none"> 1. Follow the Chester County Department of Health, Center for Disease Control (CDC) and state department, guidance, guidelines, recommendations, and protocols for operation in the red phase. 2. Coordinate the closure of, and/or keep all CCFA School closed via communication with sending districts and appropriate staff. 3. Implement/continue telework work for staff and students to the extent possible. 4. Implement/continue tele-meetings and webinars for staff and students. 5. Implement/continue tele-services for customers to the extent possible. 6. Essential staff may be required to report in accordance with the detailed guidelines and procedures outlined for the red phase. 	<ol style="list-style-type: none"> 1. Follow the Chester County Department of Health, Center for Disease Control (CDC) and state department, guidance, guidelines, recommendations, and protocols for operation in the yellow phase. 2. Coordinate the possible closure of CCFA School with sending information to appropriate staff. 3. Implement and/or continue telework where feasible. 4. Implement and/or continue tele-meetings and webinars as alternatives to in-person meetings for staff and students. 5. Implement and/or continue tele-services for parents/guardians, partners, and community members to the maximum extent possible. 6. Postpone outside/non-CCFA meetings, training 	<ol style="list-style-type: none"> 1. Follow the Chester County Department of Health, Center for Disease Control (CDC) and state department, guidance, guidelines, recommendations, and protocols for operation in the green phase. 2. Monitor the situation at the local, county, state, and country levels. 3. Initiate and implement a Pandemic Preparedness Plan. 4. Establish/update a webpage with health information and updates. 5. Monitor quarantine protocols and adhere to exposure guidelines provided by the CDC and the state. 6. Coordinate information sessions for Chester County Family Academy school leadership. 7. Monitor district plans and coordinate/review school closings and operational procedures with member school districts.

<p>7. Suspend all student and staff travel.</p> <p>8. Suspend all student volunteer/employment activities.</p> <p>9. Only hold CCFA events with no more than 30 people.</p> <p>10. All CCFA in-person activities and/or gatherings will be staggered and small groups of people.</p> <p>11. Implement/continue daily deep-cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage.</p> <p>12. Provide the Board of Directors, staff, and parents with updates of critical information.</p>	<p>sessions, and events in school building.</p> <p>7. Limit staff meetings to groups of no larger than 10.</p> <p>8. Limit building occupancy for staff and guests to 50% of capacity to the maximum extent possible.</p> <p>9. Suspend non-essential student and staff travel.</p> <p>10. Suspend staff volunteer/employment activities.</p> <p>11. Implement/continue daily deep-cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage.</p> <p>12. Provide the Board of Directors, staff, and parents/guardians with updates of critical information.</p>	<p>8. Contact transportation and staffing providers to implement and coordinate prevention efforts.</p> <p>9. Implement and/or continue telework where feasible.</p> <p>10. Implement and/or continue tele meetings and webinars as alternatives to in person meetings when possible.</p> <p>11. Implement/continue preventative education campaign.</p> <p>12. Consider postponing outside group events at CCFA.</p> <p>13. Limit building occupancy for staff and guests to 75% of capacity to the maximum extent possible.</p> <p>14. Limit audience attendance at CCFA activities to adhere to social distancing guidelines to the maximum extent possible.</p> <p>15. Consider suspending non-essential staff and student travel.</p> <p>16. Consider suspending staff/ volunteer/employment activities.</p> <p>17. Implement/ continue daily deep-cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage.</p> <p>18. Provide the Board of Directors, staff, and parents with updates of critical information and precautionary measures.</p>
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The following section outlines specific guidelines, procedures and protocols. During all phases, CCFA will seek the guidance of the Center for Disease Control (CDC), Pennsylvania Department of Health (DOH), Chester County Department of Health and Pennsylvania Department of Education. In the absence of guidance from these agencies, CCFA administration will make recommendations and seek approval from the CCFA Board of Trustees to implement a plan of action to ensure the health and safety of students, staff and the community at large.

For each requirement within each domain, document the following:

Red Phase

1. CCFA Charter School building is closed to staff and guests. Only those staff identified as essential may access facilities on an as needed basis. Staff should check with their supervisor if unsure.
2. Essential staff that are required to report to facilities are required to wear a facemask. See appendix for more information.
3. Essential staff that are required to report to facilities are to practice social distancing, maintaining six feet between themselves and others, at all times.
4. Essential staff that are required to report to facilities are required to adhere to all sign-in/sign-out procedures and/or wellness checks for any given building or program visited. See Appendix for more information.
5. Cancel or postpone all in-person CCFA and/or other events, meetings, training sessions or activities at the CCFA school.
6. Implement and/or continue remote learning where feasible and to the extent possible for staff and students.
7. Implement/continue tele-meetings and webinars for staff and students.
8. Implement/continue tele-services for customers to the extent possible.
9. All student and staff travel will be suspended.
10. All student volunteer/employment activities will be suspended.
11. Daily deep-cleaning and sanitation procedures in buildings and the increased/additional cleaning of high touch points and bathrooms will be implemented/continue in accordance with facility usage.
12. In office food service for staff and guests will be unavailable. Essential staff should plan to pack a brown bag lunch that does not require refrigeration or reheating, and any necessary beverages should the length of their visit/shift necessitate.
13. Faculty dining locations will be closed.
14. Staff will be encouraged to provide staff and students with any needed materials via a coordinated pick-up (staff brings item to staff or student outside of the building), or via USPS, UPS, or FedEx shipment.
15. Parents/guardians will pick up Ipads and will designate themselves to sign up for training the week Aug. 17th. Teacher will train parents/guardians on Zoom, Seesaw, and Gmail.
16. Essential mailroom staff will continue to report to receive deliveries and facilitate shipments/mailings (USPS, UPS, FedEx etc.) as required.

17. General courier services will be suspended but individual needs will be addressed and provided on an as needed basis.
18. Hand washing/hygiene and respiratory etiquette education to continue via poster. See appendix.
19. Masks, hand sanitizer and disinfecting wipes will be made available/supplied for all essential staff.
20. Thermometers will be available for self-administration for staff experiencing symptoms.
21. The “Quarantine and Exposure” plan from Chester County Health Dept. will be followed for all staff and students.

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.

Yellow Phase

1. Implement and/or continue telework where feasible. See Appendix for the “CCFA COVID-19 Work-From Home Program.”
2. The CEO and the pandemic team are to work together to target 50% or less building occupancy for staff, guests, and customers to the maximum extent feasible.
3. Employees in the office are to practice social distancing, maintaining six feet between themselves and others, at all times.
4. CEO must assign staggered schedules to in-office staff to maintain social distancing to the maximum extent feasible.
5. Social distancing posters and floor signage are to be placed in higher traffic areas such as the front door, lobbies and restrooms.
6. Lobby/waiting area seating should be modified to accommodate social distancing.
7. Employees and partners should be encouraged wear a mask when entering the building.
8. Daily deep-cleaning and sanitation procedures in buildings and the increased/additional cleaning of high touch points and bathrooms will be implemented/continue in accordance with facility usage.
9. Employees, parents/guardians, partners, and community members of CCFA are to wear facemasks when in the office. See appendix for more information.

10. Staff, parents/guardians, visitors and students are required to adhere to all sign-in/sign-out procedures and/or wellness checks for any given building or program visited. See the Appendix for more information.
11. Meetings and training sessions will be conducted virtually when possible. In-person meetings will be allowed, however they will be limited to 50% of staff and social distancing (six feet between individuals) must be maintained in any space in which a meeting takes place.
12. Teachers will maintain social distancing.
13. In office food service for staff and guests will be unavailable. Staff should plan to pack a brown bag lunch that does not require refrigeration or reheating, and any necessary beverages (staff kitchens will be closed). Accommodations will be made based upon medical needs.
14. Faculty dining areas will remain available for staff use. Social distancing guidelines must be followed.
15. Hand washing/hygiene and respiratory etiquette education to continue via poster. See appendix.
16. Hand sanitizer to be made available at all staff and guest entrances.
17. Thermometers will be available for self-administration for staff experiencing symptoms.
18. Some in-person program services may be available by appointment only. Visit/post information to the CCFA website with more information about the availability of program services in each stage.
19. Guests to facilities should be minimized to only those deemed essential and will be by appointment only.
20. Daily courier service for CCFA and programs will resume.
21. The “Quarantine and Exposure” plan will be followed for all staff and students.

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.

Green Phase

1. Implement and/or continue telework where feasible.
2. In person services may resume. Appointments for services are recommended as social distancing and building occupancy guidelines must be followed.
3. CEO and Pandemic Team are to work together to target 75% or less building occupancy for staff, guests, and customers to the maximum extent feasible.
4. Employees in the office are to practice social distancing, maintaining six feet between themselves and others, at all times. See suggested/sample social distancing floor plans for ESC in the appendix.
5. CEO is to assign staggered schedules to in-office staff to maintain social distancing.
6. Social distancing posters and floor signage are to be placed in higher traffic areas such as lobbies and restrooms.
7. Lobby/waiting area seating should be modified to accommodate social distancing.
8. Employees should be encouraged wear facemasks daily.
9. Daily deep-cleaning and sanitation procedures in buildings and the increased/additional cleaning of high touch points and bathrooms will be implemented/continue in accordance with facility usage.
10. Staff, parents/guardians, visitors, partners, and students are required to adhere to all sign-in/sign-out procedures and/or wellness checks for any given building or program visited. See the Appendix for more information.
11. Employees and customers are to wear facemasks when in the office, moving around the building, and in common areas.
12. Employees are not required to wear a mask when social distancing requirements have been met in their own workspace. See appendix for more information.
13. Meetings and training sessions will be conducted virtually when possible. In-person meetings will be allowed, however social distancing (six feet between individuals) must be maintained in any space in which a meeting takes place and there can be no gatherings of more than 20 people.

14. Faculty dining areas will remain available for staff use. Social distancing guidelines must be followed.
15. Hand washing/hygiene and respiratory etiquette education to continue via poster. See appendix.
16. Hand sanitizer to be made available for all staff and guests throughout facilities.
17. Thermometers will be available for self-administration for staff experiencing symptoms.
18. Daily courier service for CCFA programs and partnerships, as well as, Chester County schools and districts will be provided. Out- of-county service will be evaluated on a case-by-case basis.
19. The “Quarantine and Exposure” plan will be followed for all staff and students see Chester County Health Dept.
20. **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.

Tara Webber, CEO

Sandy Schmidt, school nurse

Materials, Resources, and/or Supports Needed: List any materials, resources, or support required to implement the requirement.

Facemasks, hand sanitizer, Clorox wipes, thermometers, and rubber gloves.

1. **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development? No. All communication will be via email, social media, and phone.

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: Our building will be cleaned daily and all staff will sanitize their shared spaces daily. All staff will use hand sanitizer upon arrival at the front door each morning. CCFA will purchase all materials needed in July 2020. CEO and administrative assistant will implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety on a daily basis. Signs will be posted and emails will be sent about sanitation protocols to all staff. All CCFA staff will be trained by Sandy Schmidt, our school nurse, for professional development during the week of August 10th. Staff will demonstrate how to safely clean shared spaces and what disinfectants to use on a daily basis.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	CCFA staff will clean their classrooms and shared spaces daily. Our cleaning company will be sanitizing daily in shared spaces.	Same as yellow phase	Cleaning staff and Ana Feliciano	Hand sanitizer, anti-bacterial soap, facemasks.	N
Other cleaning, sanitizing, disinfecting, and ventilation practices	CCFA staff will sanitize all shared spaces and classrooms on a daily basis.	Same as yellow phase	Cleaning staff and Ana Feliciano	Hand sanitizer, anti-bacterial soap, facemasks.	N

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: We will be beginning school remotely, but staff will still come in the building. There will only be a maximum 2 staff per classroom. Staff will have a staggered schedule. Half of the staff will be in the building on a daily basis. The CEO will be in the building daily. There will be visual reminders posted in shared areas and facemasks will be worn daily. Staff will sanitize their hands upon arrival to the building and all facemasks will be worn. Staff will be asked to wash hands 3-5 times per day. CCFA will communicate to the districts every changing step. All essential visitors will be permitted in the building. No person enters the building without wearing a mask and sanitizing hands at the front door. Newborn babies will not have to wear masks but all people age 2 year or older will have to wear masks. All stakeholders who work in CCFA school will be trained on safety protocols by our school nurse.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Due to not having the space to separate 6ft apart, our students will not be in the building. CCFA will begin school remotely.	Same as yellow phase	CEO	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	We will be teaching our students remotely. When we come back, we will stagger the use of congregated areas. Students will not be in the building. CCFA will begin school remotely. Staggered schedules will be implemented for staff.	Same as yellow phase .	CEO	N/A	N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	CCFA students and staff will wash hands upon arrival to the building and continue to wash hands at least 3-5 times per day.	Same as yellow phase	Sarah Behrntd-Malone	Sanitizer in every class and at the front door.	N
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	All signs will be posted in all shared spaces and on the front door.	Same as yellow phase	Ana Feliciano	Posters will be downloaded from the PDE website.	N
* Identifying and restricting non-essential visitors and volunteers	All visitors will be asked to put a facemask on and to use hand sanitizer upon arrival.	Same as yellow phase.	Ana Feliciano	Signs, hand sanitizer, and throw away facemasks.	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	When students return back to the building, there is no way that we can physically socially distance ourselves due to the lack of space. Students will be asked to wash hands after participation in sports and activities.	Same as yellow phase	Classroom teachers and teaching assistants.	Hand sanitizer	N
Limiting the sharing of materials among students	Materials will be shared in small groups.	Same as yellow phase	Classroom teachers and assistants.	Hand sanitizer	N
Staggering the use of communal spaces and hallways	CCFA staff will stagger sending students to communal spaces in the hallway.	Same as yellow phase	Teachers	N/A	N
Adjusting transportation schedules and practices to create social distance between students	CCFA will be communicating to transportation about our new remote learning schedule. As we begin to phase back into school, students will be asked to sit with a 3ft to 6 ft. distance from each other.	Same as yellow phase	Bus drivers	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	When CCFA decides to go back full-time, there will be a staggered schedule where half of the students will come to school every other day.	Same as yellow phase	CEO	N/A	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	CCFA will communicate with childcare regarding what is expected of parents/guardians, and community members regarding our modified schedule.	Same as yellow phase	Ana Feliciano	N/A	N
Other social distancing and safety practices					

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: We will monitor students daily and make sure they are wearing facemasks and washing hands. We will space out students within the building when we create a staggered schedule. We will monitor students upon arrival, throughout the school day, and during recreational times. 50% of the Students will attend school on day 1 and day 2. The protocol when students become ill would be as follows: 1. We will first seek guidance from West Chester County Health Department by visiting their website 2. Consult the nurse to take his/her temperature, 3. Observe any other symptoms, 4. Call parents/guardians to retrieve their child and ask them to take the child to a doctor for testing. If the test is positive, then the student will follow the doctor's prescription while also being quarantined for 14 days and the school will provide academic work as needed virtually. The CEO and school nurse, under the guidance of CDC and WCHD, will make the decision regarding quarantine and isolation. Any staff and/or student who has a positive case of COVID-19 will follow first what his/her doctor prescribes and go on quarantine for 14 straight days until cleared to return. If staff has to be quarantined, we will hire substitutes to carry out in-person responsibilities and/or possibly ask the staff to teach remotely (if they are able too). We will accommodate students who cannot return to school by sending home schoolwork weekly and providing online learning daily. Families will be notified via emails, phone calls, and social media any time our Health and Safety plan has been modified. We will keep all infected staff or students anonymous so FERPA laws and regulations are adhered to. All staff will be trained on protocols for monitoring student and staff health. The training will be provided from our school nurse during the week of August 10, 2020. We will revisit our plans and protocols

after each case that we may have and analyze what went right, what went wrong, and how we can improve our actions moving forward.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	CCFA staff will be able to use thermometers to check temperatures. School nurse will provide training. See guidance from the West Chester County Health Dept.'s website.	Same as yellow	Sandy Schmidt	Thermometers, facemasks, and sanitizer.	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	If CCFA staff and/or students become infected with COVID-19, there will be a mandatory 14-day quarantine until sickness has subsided and a written letter from a Dr. will be required in order to return back to work. See West Chester County's Health Department's website.	Same as yellow phase	CEO, Sandy Schmidt	Thermometer	N
* Returning isolated or quarantined staff, students, or visitors to school	All quarantined staff must have a written Dr.'s note to be able to return back to work. See West Chester County's Health Department's website.	Same as yellow phase	CEO, Sandy Schmidt, Sandy Emerich (HR)	Facemasks	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	CEO will communicate to families, partners, and community members every step of the way and when anything changes via social media, Google Meet, Gmail, and phone.	Same as yellow phase	CEO	Internet	N
Other monitoring and screening practices	N/A				

See guidance from the WEST Chester County Health Department’s website for guidance:
<https://www.chesco.org/4376/Coronavirus-COVID-19>

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: CCFA will follow all of the CDC and PDE requirements regarding face coverings. Students will not be in the building during our start-of-school. When students return back to the building, any

student who has a higher risk or severe illness will have a special plan developed via CDC guidelines. We will make sure that all classes will be covered by our building substitute. All classes will be recorded and available to parents/guardians and students with the use of Zoom and Seesaw at all times. K will receive 2.5 hours of instructional time and 1st and 2nd graders will receive 5.0 hours of instructional time. Students will receive specials via zoom. Virtual field trips will be provided to enrich our students during this time. All staff will review the SEL Website on COVID-19 <https://casel.org/resources-covid/> and will be asked to be available to students and staff from 8:15-4:00pm daily.

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	CCFA staff will create plans with the school nurse and parents/guardians of students who have a higher risk for severe illness as needed. These will be 504 plans.	Same as yellow phase	CEO, nurse	As needed	N
* Use of face coverings (masks or face shields) by all staff	CCFA staff will be required to wear facemasks daily. All people who enter the building will need to wear a facemask.	Same as yellow phase	CEO	Facemasks will be available as needed.	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	CCFA staff and students will be required to wear facemasks daily. All people who enter the building will need to wear a facemask.	Same as yellow	CEO	Facemasks will be available as needed.	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	Any CCFA staff or student who have complex needs will be provided a plan of action with the school nurse.	Same as yellow	Nurse	N/A	N
Strategic deployment of staff	If CCFA staff become sick, they will be asked to return home and see a doctor and communicate with us when they are ready to return.	Same as yellow	CEO/HR	N/A	N

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
SEL for COVID-19	CCFA staff and parents/guardians	CEO	Zoom with PowerPoint	https://casel.org/resources-covid/	Aug. 12th	August 12th
COVID-19 training from our nurse.	CCFA staff	Sandy Schmidt	In-person	https://www.chesco.org/4376/Coronavirus-COVID-19	Aug. 10th	August 10th

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
Modified schedule 20-21 SY	Parents and guardians and partners.	CEO	Social media, Gmail, phone calls	July 13, 2020	August 14, 2020
CEO communication about back-to-school parent letter.	Parents and guardians and parents.	CEO	Social media, Gmail, phone calls	July 14 th	July 14 th

Health and Safety Plan Summary: (Chester County Family Academy CS)

Anticipated Launch Date: (August 5, 2020 for parents/guardians and August 10, 2020 for CCFA staff)

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)	CCFA will be school remotely. Staff will attend work by a staggered schedule. CCFA staff will sanitize all shared spaces and classrooms on a daily basis. A hired cleaning company will clean the building daily. Cleaning by a third party will sanitize daily.

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	We have no learning spaces that will accompany 6ft. distance. When students are asked to come back full-time, there will be a staggered schedule for students.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Teachers will review appropriate hygiene protocols and model hand washing and mask wearing.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Hand sanitizer will be used upon entry for all staff, students, and community members who enter the building.
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs will posted and visible.

Requirement(s)	Strategies, Policies and Procedures
<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 use sports equipment in a staggered way where there is only half of the students per class participating at one time.</p> <p>Small groups (groups of 3) of students will use athletic materials.</p> <p>Communication will be given to the transportation company regarding staggered schedules and any changes.</p> <p>Half of the students will be attending school.</p> <p>We will work with families on making sure there is supervision and academic help at home.</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>Thermometers will be present in the building to check students' temperature.</p> <p>If students and staff become ill, the school nurse will assist in making the call to send the student to his/her doctor. Students and staff will follow the doctor's prescription.</p> <p>If students and/or staff contact COVID-19, he or she will be quarantined for 14 days. Students and staff will return to school while following West Chester County's Health Dept. protocols and procedures. https://www.chesco.org/4376/Coronavirus-COVID-19</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>All staff and students will have a plan of action if they are at a higher risk for severe illness. These plans will be created with the CEO and school nurse and will be communicated to the applicable staff and parents/guardians.</p> <p>Face coverings will be worn daily by all staff and students. CCFA will have facemasks on site as needed. All visitors will be required to wear face coverings upon entry and maintain a 3ft to 6ft distance.</p> <p>CEO will deploy a staggered schedule for staff when school begins on August 17th. All students will start the school year remotely.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Tara Webber** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 29, 2020**.

The plan was approved by a vote of:

Yes

No

Affirmed on: **July 29, 2020**

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.