

Holy Guardian Angels School

Submission Date
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Name

Thomas Dowd

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

Holy Guardian Angels School

What is your scheduled first day of school for the 2020-2021 school year?

Aug 31, 2020

Phased School Reopening Health & 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 the Office of Education and made available for your school community. Schools 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 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. Reopening is categorized 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.
- Use the remainder of the template to document the above named school'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 the school should account for changing conditions in your local Health and Safety Plan to ensure a fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

We at HGA plan to bring students and staff back with the help of CDC and department of PA guidelines staggered arrival times and alternate entrance is could be utilized. As staff enter the building through the staff entrance, they are to take their own temperatures at the thermometer kiosk on the second floor and record their temperatures in the wellness logbook. As the students enter the building a staff member will take students temperatures and determine if the student has a temperature of less than 100.4 he or she will be allowed to go to class. If a student has a temperature higher than 100.4, then he or she will be asked to sit in the social hall with supervision until the student's parent can be called to have he or she taken home. If the ill child has brothers or sisters, they will be going home as well. A 72 hour fever free self-quarantine will be insisted upon. Fever reducing medicine cannot be considered in the determination of being fever free.

How did you engage stakeholders in the type of re-opening your school entity selected?

The HGA administration created a pandemic committee consisting of stakeholders from school administration, pastors, teachers, building maintenance, school nurses, and parents. All stakeholding representatives had a chance to submit opinions and suggestions to the reopening and operation of the school. We will engage our stakeholders by sharing our approved plan with them via Option C, prominently available on our website, and through our social media outlets. In addition, I will hold a virtual town meeting explaining the plan and having time for questions.

How will you communicate your plan to your community?

Communicating of the HGA plan will involve utilizing the voice, text, and email components of our School Management System (SMS) known as Option C. Our plan will be posted on the HGA school website as well. Other forms of communication could also be utilized.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

The decision-making process into closing or modifying school operations will rest with the Allentown Diocese, the PA Department of Education, the PA Department of Health, local pastors, and/or school administration. Local school districts could also play a role when considering the reliance of transportation to and fro school.

Due to the ever-changing conditions caused by the pandemic various options are available to best serve your students and families. Several scenarios are found 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).

Pandemic Team & Coordinator

Each school 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, Schools 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. Schools 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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Tom Dowd	School Administration	Both
2	Sondra Bard	6-8 Grade Teachers	Health and Safety Plan Development
3	Albina Hall	3-5 Grade Teachers	Both
4	Kayla Majeski	1-2 Grade Teachers	Both
5	Tina Katella	pre-k & Kindergarten Teachers	Health and Safety Plan Development
6	Karen Bauer	Specialist Teachers	Health and Safety Plan Development
7	Erica Medina	Maschio Catering	Health and Safety Plan Development
8	Fr. Finlan	HGA Pastor	Both
9	Msgr. Grabbish	St. Joseph Pastor	Health and Safety Plan Development
10	Andrew Angstadt	HGA Director of Religious Education	Both
11			
12			
13			
14			
15			

Key Strategies, Policies, and Procedures

Once your School 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 School will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your School 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 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?

How will you ensure the building is cleaned and ready to safely welcome staff and students?

Our maintenance coordinator is spending considerable amount of time during the summer conducting a thorough cleaning. We are in the process of buying cleaning equipment and materials that are recommended by the DOH and the CDC. Each classroom will have their own spray bottle of a disinfectant for periodic cleaning throughout the day.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Supplies are purchased through Office Basics and meeting OSHA/CDC requirements for COVID-19. We have an account with OFFICE Basics. These materials and supplies will be purchased from funds from the CARES Act and safety grants applied with the help of our local Intermediate Unit. We are also going to request clorox wipes from students for frequent and quick wipes during the school day.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

The procedures of cleaning, sanitation, and disinfecting will be on a reasonable schedule (before and after snacks; before and after lunch; at the end of the day). Students will be encouraged to use personal and classroom hand sanitizer during the day-- when they arrive in the morning to the school and or classroom, before snack, after snack, before bathroom breaks, after bathroom breaks, before lunch, after lunch, before they leave for the day; and teacher will encourage additional hand sanitizing as needed throughout day.

What protocols will you put in place to clean and disinfect throughout an individual school day?

The procedures of cleaning, sanitation, and disinfecting will be on a reasonable schedule (before and after snacks; before and after lunch; at the end of the day). Students will be encouraged to use personal and classroom hand sanitizer during the day-- when they arrive in the morning to the school and or classroom, before snack, after snack, before bathroom breaks, after bathroom breaks, before lunch, after lunch, before they leave for the day; and teacher will encourage additional hand sanitizing as needed throughout 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?

Everyone will be trained on cleaning, sanitizing, disinfecting and ventilation protocols. Training on-line will be provided by IU 20 -- to the Safe Schools Website. Training will include: hand hygiene, PPE usage, methods for contracting illness, coping skills, importance of staying home when sick. Faculty and Staff will be provided end of training quiz for their file.

Key Strategies, Policies, & Procedures

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your School will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your School 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 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?

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Eric Haag Head of Maintenance	Peroxy HDOX, Electro-Static Sprayer	No

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Eric Haag Head of Maintenance	Peroxy HDOX, Electro-Static Sprayer	No

Other cleaning, sanitizing, disinfecting, and ventilation practices

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
1. Frequent Handwashing throughout the school day will be encouraged for all faculty, staff and students. 2. Additional attention to high traffic areas for disinfecting such as handrails, bathrooms, water fountains and desks.	All protocols will remain the same during the Green phase as in the yellow phase	Eric Haag Head of Maintenance	cleaning solutions for hands, Peroxy HDOX, etc.	No	

How will classrooms/learning spaces be organized to mitigate spread?

Classrooms will utilize CDC recommendations of forward-facing desks spaced 3-6 feet apart. Small group instruction will not occur. Gym classes will be held outside when feasible and students will be socially distanced at all times. Chapel/Mass TBD. Shared classroom materials will not be permitted. Students will need to use their own supplies for activities such as STEM, Art, Music, etc. Students will use individually assigned chrome books. Masks and/or shields will be required for students to wear in the classroom. Masks and/or shields will be mandatory in all common spaces and entering and exiting the building.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

One way hallways and stairwells. Lunch in classrooms. Social distanced and/or masks on the playground.

What policies and procedures will govern use of other communal spaces within the school building?

Academic needs, emergency needs for example hallways will have one way directionals (hallways will be divided) and stairways will be utilized in an up and down direction.

How will you utilize outdoor space to help meet social distancing needs?

Sidewalk will be marked to remind of social distancing.

How will you adjust student transportation to meet social distancing requirements?

This depends and relies on district decisions.

Antietam School District

Boyertown School District

Brandywine School District

Conrad Weiser School District

Exeter School District

Fleetwood School District

Governor Mifflin School District

Hamburg School District

Muhlenberg School District

Oley School District

Reading School District

Schuylkill Valley School District

Wilson School District

Wyomissing School District

What visitor and volunteer policies will you implement to mitigate spread?

Visitors to the school will be required to get their temperatures checked and be verbally asked about their wellness. These responses will be logged in the HGA Office Visitor Wellness Ledger. Their movement will be restricted to the School Office.

Volunteers at the school will be restricted when feasible.

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

All protocols in place for all students in the Holy Guardian Angels Regional School community where feasible.

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?

Principal/Pandemic Safety Coordinator, will be trained on social distancing and other safety protocols. Training will be provided in class. Announcements will be made daily to reinforce social distancing and other safety protocols. Videos

will be utilized in classrooms for information. Faculty and staff will verbalize understand and reinforce the good habits in classroom and periodic checks will be made by the principal.

Social Distancing and Other Safety Protocols

Key Questions- Answer each question briefly and complete chart with detailed plan.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Desks will be spaced 3-6 feet apart	Same as Yellow	Teacher/ Admin/Maintenance	Tape measure/ duck take	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Restricted use of the cafeteria. Lunch will be primarily in the classrooms where feasible.	Same as Yellow	Admin/Maintenance/Lunch Manager/Maschios	Maschios packaging supplies	No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	Teach and reinforce washing hands and covering coughs and sneezes among students and staff. Teach and reinforce use of face coverings among all staff. Post signs on how to stop the spread of COVID-19, such as properly washing hands, promote everyday protective measures, and properly wear a face covering.	Same as Yellow	School Nurse/Admin/Main tenance/ Teachers /Staff	Posters/H and sanitizer/ hand soap	Yes
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Posting signs in highly visible locations (entrances, hallways, stairways, cafeteria, classrooms, bathrooms). Daily reminders over the loud speakers in the morning and at the end of the day, and most likely in the middle of the day. Encourage students to create videos and posters to share with their classes. Health classes will emphasize hygiene and how to prevent the spread of COVID.	Same as Yellow	School Secretary	Posters from vendors	No
Identifying and restricting non-essential visitors and volunteers.	Large group activities such as assemblies, Mass, field trip will be postponed until further notice. Only essential volunteers (lunch, nurse aide) will be allowed in the school.	Same as Yellow	Office Staff	Posters and Signage	No

Actions Steps under Yellow		Action Steps under Green	Lead Individual	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.	Gym and recess will continue but the size of the groups attending will be reduced as much as possible so that social distance practice can be observed at all times. Gym classes will be held outside as feasible.	Same as Yellow	Miss Bauer	Information will be shared via weekly email from Principal	No
Limiting the sharing of materials among students	Teachers will create individualized materials for projects. Students will be encouraged to have all materials on hand. No sharing will be encouraged.	Same as Yellow	Admin/Teacher	Information will be shared via weekly email from Principal	No
Staggering the use of communal spaces and hallways	Classes will be assigned times to use the lavatories. Classes will allow one class to pass through before proceeding to their location.	Same as Yellow	Admin/Teacher/Staff	Information will be shared with faculty, students, staff and families	No
Adjusting transportation schedules and practices to create social distance between students	Transportation Schedules are dependent on the school districts. Observing and guiding students to social distance during arrival and departure will be done by the school staff and faculty.	Same as Yellow	Admin/Teacher/Staff	Information will be shared with all	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classroom desks will be designed with the social distancing of 3-6 feet apart. Students will be assigned a chrome book for the entire school year. Teachers will utilize programs that can be used on the chromebooks. Students will not be in small groups. Student mobility will be limited within each classroom.	Same as Yellow	Admin/Teacher	Information will be shared with all	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	When Extended Care will be offered with a limited capacity. Students will be spaced socially distanced in aftercare.	Same as Yellow	Admin/Extended Care Staff	Information will be shared with all	No
Other social distancing and safety practices	Decals will be used throughout the school indicating the 3-6 feet social distancing.	Same as Yellow	Maintenance	Signage	No

Monitoring Student and Staff Health

Key Questions - Answer each question briefly and complete chart with detailed plan.

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

As staff enter the building through the staff entrance, they are to take their own temperatures at the thermometer kiosk on the second floor and record their temperatures in the wellness log book. As the students enter the building a staff member will take students' temperatures and determine if the student has a temperature less than 100.4 he or she will be allowed to go to class. If a student has a temperature higher than 100.4, then he or she will be asked to sit in the social hall with supervision until the student's parent can be called to have he or she taken home. If the ill child has brothers or sisters they will be going home as well. A 72 hour fever free self-quarantine will be insisted upon. Fever reducing medicine cannot be considered in the determination of fever free.

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)?

Arrival to school will be the primary monitoring and evaluation time. Parents will be asked to take temperatures at home before sending student to school. We are preparing a google form that will be accessible on our website (mobile accessible as well) that parents will need to complete before sending their child to school. The data will be collected via the google form data based and shared with the school nurse. This is the most practical application of temperature monitoring that will ensure the confidentiality of our students.

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?

The policy for staff, students or other members of the school community who becomes ill or has been exposed to an individual who has confirmed positive for COVID-19 would follow the CDC guidelines:
If presented during school day: individual will be brought to an isolation area. Each student will require an emergency contact that can pick up within a 30 minute time frame or a time that is reasonable. Close off the area used by the sick student and do not enter before cleaning and disinfecting (electro-static sprayer will be very helpful in this case).

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

The school nurse and or Mr. Dowd.

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?

Conditions for a staff confirmed to have COVID-19 to safely return includes staying at home 10 days from symptom onset and fever free for 72 hours.

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

Conditions for a student confirmed to have COVID-19 to safely return includes staying at home 10 days from symptom onset and fever free for 72 hours.

To accommodate students who are unable or uncomfortable to return to school, PPE and socially distanced precautions will be re-evaluated. Possibilities of distance learning while school is in face to face session are still being evaluated.

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?

We will follow recommendations of Department of Health at the local and state level.

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?

At this time, the protocols for monitoring student and staff health will be on the school nurse and the Muhlenberg Area School District Nurse.

Monitoring Student and Staff Health

	Action Steps under Yellow Phase	Action Steps under Green 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	Check for signs and symptoms of staff daily upon arrival. Self-temperature and personal questionnaire must be completed before entering the school building. Parents will be asked to take temperatures at home before sending students to school. Student temperatures will be taken again by school staff upon entering. Encourage students and staff to stay at home if feeling sick.		Same as yellow	Nurse/Parents/Staff/Admin	thermometer/student health files	No
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	An isolation/quarantine room will be set up for anyone exhibiting symptoms or a history of exposure.		Same as yellow	Nurse/Admin	thermometer	No
Returning isolated or quarantined staff, students, or visitors to school	Conditions for a staff, students or visitors confirmed to have COVID-19 to safely return includes staying at home 10 days from symptom onset and fever free for 72 hours.		Same as yellow	Nurse/Admin	file	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	We will follow recommendations of Department of Health at the local and state level.		Same as yellow	Admin on the guidance for the local Department of Health	To be determined	No
Other monitoring and screening practices	Every staff, students or visitor that exhibits a symptom will be given a questionnaire to complete in addition to the questionnaire staff and visitors already receive upon entering the school.		Same as yellow	Nurse	Checklist	No

Other Considerations for Students and Staff

Key Questions - Answer each question briefly and complete chart with detailed plan.

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

Face covering for students and staff will mandatory unless a documented health reason is on file. A person can have a mask and/or face shield.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

Students at higher risk will be given preferential seating in the classroom. Additionally, students and staff at higher risk for severe illness will be offered additional PPE.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

The recruitment of substitute teachers will start in the summer. Maybe the local Catholic schools can pool their

The recruitment of substitute teachers will start in the summer. Maybe the local Catholic schools can pool their resources. We will advertise for substitutes in the local church bulletins and on social media.

How will the School 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?

1:1 devices

Virtual recess

Deploying guidance counselor and school psychologist to analyze the emotional state of students at risk.

The administration will work closely with the staff and faculty to make sure they are equipped with the necessary instructional tools for students to have quality learning opportunities. In addition, Holy Guardian Angels Regional School will utilize the BCIU for psych support. We are also going to utilize any therapeutic services offered by Catholic Charities. One way we can closely monitor the mental health of our students are informal surveys with the class where students can share their feelings in a healthy way.

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in 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	Preferential seating. Additional PPE can be provided.	Same as yellow	Teacher/Admin/SIT staff	PPE	No
Use of face coverings (masks or face shields) by all staff	Face masks and/or shields are required. Disposable and cloth masks are permitted. No offensive designs, patterns or words. Preferably solid in color.	Same as yellow	Admin	Shields will be provided by the school. Masks will be provided from self.	No
Use of face coverings (masks or face shields) by older students (as appropriate)	Face masks and/or shields are required. Disposable and cloth masks are permitted. No offensive designs, patterns or words. Preferably solid in color.	Same as yellow	Admin/Teachers	From home. Names must be on inside of face coverings	No
Unique safety protocols for students with complex needs or other vulnerable individuals	Preferential Seating	Same as yellow	Admin		No
Strategic deployment of staff	Utilize BCIU psych services as well as Catholic Charities therapy services. Utilize informal surveying of classes for feeling and monitor the students' mental health during this time of COVID-19.	Same as yellow	Admin/Teachers/BCIU staff		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.

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Hand Hygiene	Student/Staff	Nurse/Teacher/Students	virtual	video and in-person	first week of school	15-20 minute sessions
2	Monitoring/Questionnaire	Staff	Nurse	virtual	slide show/powerpoint	orientation week	15-20 minutes
3	Symptoms of COVID	Staff	Nurse	virtual	slide show/powerpoint	orientation week	15-20 minutes
4							
5							
6							

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, Schools should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Building Sanitation	All stakeholders	Admin/maintenance	TBD	8/1/2020	8/15/2020
2	Health and Safety Protocols	Faculty and Staff	Admin/nurse	TBD	8/1/2020	8/15/2020
3	Arrival and Dismissal Procedures	All stakeholders	Admin	TBD	8/1/2020	8/15/2020

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
4	Delivery of Academic programs	All stakeholder s	Admin	TBD	8/1/2020	8/15/2020
5	Extracurricular Programs	All Stakeholder s	Admin/Extracurricular Moderators	TBD	8/1/2020	8/15/2020
6	Lunch Procedures	All Stakeholder s	Admin	TBD	8/1/2020	8/15/2020

Health and Safety Plan Summary

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. Schools 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 Protocol: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Everyone will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols. Training will include: hand hygiene, PPE usage, methods for contracting illness, coping skills, importance of staying home when sick. Faculty and Staff will be provided end of training quiz for their file. The procedures of cleaning, sanitation, and disinfecting will be on a reasonable schedule (before and after snacks; before and after lunch; at the end of the day). Students will be encouraged to use personal and classroom hand sanitizer during the day -- when they arrive in the morning to the school and or classroom, before snack, after snack, before bathroom breaks, after bathroom breaks, before lunch, after lunch, before they leave for the day; and teacher will encourage additional hand sanitizing as needed throughout day.

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

Classrooms will utilize CDC recommendations of forward-facing desks spaced 3-6 feet apart. Small group instruction will not occur. Gym classes will be held outside when feasible and students will be socially distanced at all times. Chapel/Mass TBD. Shared classroom materials will not be permitted. Students will need to use their own supplies for activities such as STEM, Art, Music, etc. Masks and/or shields will be encouraged for students to wear in the classroom. Masks and/or shields will be mandatory in all common spaces and entering and exiting the building.

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

Classroom lunch

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

Training, reinforcement, frequent times throughout the day to complete.

Strategies, Policies & Procedures

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs that are in line with our school's logo and colors will be made and will be displayed throughout the school.
Handling sporting activities through formal "Return to Play Plan".	TBD
Limiting the sharing of materials among students	Each student will have their own materials and during projects will also be given their own set of supplies.
Staggering the use of communal spaces and hallways	Sign ups will be set up for teachers to schedule bathroom breaks, recess breaks, etc.
Adjusting transportation schedules and practices to create social distance between students	TBD
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classroom size is limited to 25 where feasible.
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Extended Care will be limited to 35 students after school.
Other social distancing and safety practices	Social Distancing and face coverings will be utilized at all times.

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure	The nurse will in-service us regarding what to look for when monitoring student's health. Each classroom will have it's own thermometer.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	An isolation/quarantine room will be set up on-site.
Returning isolated or quarantined staff, students, or visitors to school	Protocols will be followed for returning to school --10 days from the onset of symptoms and 72 hours symptom free.
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	We will follow recommendations of Department of Health at the local and state level.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Students at higher risk will be given preferential seating in the classroom. Additionally, students and staff at higher risk for severe illness will be offered additional PPE.

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

Face coverings are required upon entrance into school building for all. Policy for face coverings: No offensive designs or words, preferably solid in color. Must cover nose, mouth and chin. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks may also be worn. KN95 masks are permitted.

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

Face coverings are required upon entrance into school building for all. Policy for face coverings: No offensive designs or words, preferably solid in color. Must cover nose, mouth and chin. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks may also be worn. KN95 masks are permitted.

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

On a needs basis.

Strategic deployment of staff

The administration will work closely with the staff and faculty to make sure they are equipped with the necessary instructional tools for students to have quality learning opportunities. In addition, Holy Guardian Angels Regional School will utilize the BCIU for psych support. We are also going to utilize any therapeutic services offered by Catholic Charities. One way we can closely monitor the mental health of our students are informal surveys with the class where students can share their feelings in a healthy way.

Health and Safety Plan Affirmation Statement

The Office of Education for the Diocese of Allentown Catholic Schools received this plan from the below named School representative on the date provided.

School

Holy Guardian Angels School

Date

This plan has been reviewed and approved by the undersigned.

Name

Phil J. Frommelt, P.E.D.

Date

7/24/20