



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.

Health and Safety Plan: **St. Stephen's Lutheran Academy Utica**

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.

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? **(SELECT ONE BOX BELOW)**

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **August 26th, 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

- **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)
Amy Richert, Vice President of Education	All EDUC	Both
Pat Cavanaugh, Principal Utica	Utica	Both
Ruth Girton, VP Quality Improvement	All EDUC	Both
Jason Wargo, Program Supervisor	Utica	Both
Brenda Rice, Teaching Assistant	Utica	Both

Cleaning, Sanitizing, Disinfecting, and Ventilation

All buildings and all classroom spaces have been sanitized. Adequate supplies have been procured and vendors have been established. Sanitation of classroom will occur once every 24 hours. In order to assist with this goal, teachers will have a daily protocol of how to leave their classrooms at the end of the day in order for maximum sanitation (nothing left on desks, items picked up off floor, etc.).

All building staff (teachers, teaching assistants, building administrators, custodians, and school nurse will need professional development to understand the importance of this process and new protocols. We will offer professional development via lecture or virtual. Following the training, all staff will be required to complete a short quiz on their learning. Expectations will be for 100% of staff to be trained and for 100% of staff to complete the quiz with a minimum of 90% accuracy.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> - Follow recommendations from CDC and provide staff with appropriate guidance, procedures and supplies. Continually evaluate operations to make sure areas are being addressed as required. -Cleaning of frequently touched surfaces will be disinfected by repeatedly throughout the day with appropriate disinfection supplies. -Ventilation systems are operational and will be monitored to ensure optimal functioning. -Hand sanitizer and/or wipes will be provided in each classroom. -Students will bring/be provided water bottles to fill at fountains. Fountains will be used as filling stations. 	<p>Same as Yellow</p>	<ul style="list-style-type: none"> -Principals -Support Staff 	<ul style="list-style-type: none"> - Increased cleaning and disinfectant supply orders and modification of janitorial staff schedules will support these requirements. 	<p>Y</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<ul style="list-style-type: none"> -New end of day protocol for teachers to ready room for nightly sanitation. -Other supplies such as disinfectant wipes, masks, spit shields, and gloves are available for staff/students. 		<ul style="list-style-type: none"> -Teachers -Support Staff 		<p>Y</p>

Social Distancing and Other Safety Protocols

The nature of St. Stephen's with smaller class sizes than typical schools allows us to operate within CDC guidelines without extensive restructuring of classes, routines and schedules.

St. Stephen's Utica serves up to four counties and 10 school districts. We are following students "home" county or county of residence. Should a students' county of residence be placed in Red Phase they are not permitted to attend school in person and will switch to remote learning assignments. Students can physically attend school when their county of residence is in Yellow or Green Phase.

As a note, St. Stephen's does not contract with or operate a transportation company. All students are transported by their home school districts and therefore will be subject to that individual school districts'/transportation company protocol and schedule.

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	-Classrooms that can accommodate 6ft. separation will be spaced accordingly. -CDC recommendations are for 25 persons per classroom, please note the largest classroom at St. Stephen's including adults is 15 persons and the smallest being 9 persons.	Same as Yellow	-Principals -Teachers	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)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>-Students will eat breakfast and lunch in their classroom. -Students are encouraged to pack their own lunch. - All students that receive a lunch at school lunch will receive a no-contact, bagged lunch. -Sharing of food and snacks will be prohibited. -Families wanting to send in snacks to the classroom will be required to send in prepackaged, store-bought snacks.</p>	<p>Same as Yellow</p>	<p>-Nutritional Services -Support Staff</p>		<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>- Hand washing encouraged throughout the day. Hand sanitizer available as students enter/exit individual classrooms and buildings. - Teachers will develop handwashing schedule/plan. Handwashing will need to occur before breakfast/lunch/snacks. Handwashing will also need to occur if a student coughs or sneezes into their hand. -Instruction will need to be provided to students on handwashing, respiratory hygiene, and cough etiquette.</p>	<p>Same as Yellow</p>	<p>-Teachers -PBIS Core team</p>	<p>COVID Reference Guide</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	-Health and safety signs will be posted throughout the building.	Same as Yellow	-Support Staff -Safety Committee	CDC approved signs	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)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Visitors and volunteers will be prohibited from entering the building. If a meeting with parents/guardians is required and cannot be conducted virtually, the following will take place:</p> <ul style="list-style-type: none"> ● Parents/Guardians and visitors will be required to undergo screening and temperature checks. ● Parents/Guardians, Visitors and those in the meeting will follow the CDC and DOH guidelines for wearing masks/face shields. ● Meetings will take place in rooms where social distancing can be achieved, to the greatest extent possible. ● Meeting spaces will be sanitized and cleaned as needed before and after each meeting. 	<p>Same as Yellow</p>	<p>-Principals</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>For Recess and Physical Education Classes:</p> <ul style="list-style-type: none"> - Weather permitting, all physical education classes and recreational activities will be conducted outdoors. - Any shared supplies necessary for instruction will be disinfected after each class. 	<p>Same as Yellow</p>	<ul style="list-style-type: none"> -Teachers -Physical Education Teacher 		<p>Y</p>
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> -Students are to utilize only their supplies; the school will increase supplies available in the classroom for students to use and keep. -Any shared supplies necessary for instruction will be disinfected after each class (i.e. computers, physical education equipment, and musical instruments). -Each student will have their own art materials and supplies. -Students are to bring their own headphones/earbuds. 	<p>Same as Yellow</p>	<ul style="list-style-type: none"> -Teachers 	<p>Additional Supplies</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> -St. Stephen's is unique where we don't require a typical bell schedule and are able to modify the schedule, self-contain the classrooms and limit hallway or transition time. -Classes will be considerate of one another by not exiting their room while the hall is congested. -Classes will walk on right side of hallway to create traffic patterns. -Continued awareness and monitoring will be required. 	Same as Yellow	-Supervisor of Behavioral Services		Y
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> -Current arrival and dismissal locations will maintained. -Busses will be unloaded one at a time. -At dismissal busses will be called two at a time. -Transportation in general is home school district responsibility and each bus company will follow the home districts protocols. 	Same as Yellow	-Supervisor of Behavioral Services		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> - CDC recommendations are for 25 persons per classroom, please note the largest classroom at St. Stephen's including adults is 15 persons and the smallest being 9 persons. -Each classroom will self-contain to the greatest extent possible. 	Same as Yellow	<ul style="list-style-type: none"> -Principals -Supervisor of Behavioral Services 		Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> -We will communicate directly with parents so that they can keep their child's daycare, childcare facility or babysitter informed of all plans. -This communication will also be delivered to School District LEA's. 	Same as Yellow	-Principals		N
Other social distancing and safety practices	<ul style="list-style-type: none"> - The wearing of masks/face shields for students and adults will follow the CDC/DOH guidelines. 	Same as Yellow	-Principals		Y

Monitoring Student and Staff Health

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>-We ask staff and families to commit to protecting our environment by:</p> <ol style="list-style-type: none"> 1. Checking their temperature at home before leaving. 2. Stay home if they feel ill. <p>-All employees and students will be subject to temperature screening upon arrival. Employees and students with a temperature above a designated threshold of 100.4 will be sent home.</p> <p>-Staff and families are asked to report all concerning information regarding symptoms and exposure to their supervisors/Principal.</p>	<p>Same as Yellow</p>	<p>-School Nurse -Principals</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>-Students exhibiting symptoms during the school day will be escorted to the nurse's office and be held in isolation until a parent or guardian arrives for pick up. -Staff exhibiting symptoms during the school day will report to the nurse's office and be sent home. -Visitors in general are prohibited, but should one be in the building and begin to exhibit symptoms they will be asked to leave and escorted out of the building.</p>	<p>Same as Yellow</p>	<p>-School Nurse</p>		<p>Y</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Staff and Students who have tested positive for COVID19 may return to work once they are cleared by their doctor to return. A doctor's release is required prior to the return to work.</p>	<p>Same as Yellow</p>	<p>-School Nurse -Principal</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>-We believe in appropriate and timely communication. At times personal phone calls and emails will be preferred modality and other times a mass email will be used.</p> <p>-We will have email distribution lists to reach all of our employees and families. Staff also has a mass text alert system for emergencies.</p> <p>-When appropriate Gladerun.org and Glade Run Facebook page will be utilized.</p> <p>-At times a formal letter via US mail will be used a documentation/follow-up.</p>	<p>Same as Yellow</p>	<p>-Principal</p>		<p>N</p>
<p>Other monitoring and screening practices</p>					

Other Considerations for Students and Staff

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>-For high-risk staff options are available. Staff are encouraged to discuss their options with Human Resources.</p> <p>-For students with concerns we encourage dialogue with the home school district or an IEP team meeting to discuss available options such as remote/online learning.</p>	<p>Same as Yellow</p>	<p>-Principal -Human Resources</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>-Staff must wear a face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p> <p>- Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced.</p> <p>-Outdoor settings would require staff to wear face coverings if they could not consistently maintain 6 feet distance between individuals.</p> <p>-Staff are asked to use social responsibility to teach and reinforce use of face coverings among all staff.</p>	<p>Same as Yellow</p>	<p>-Principal -All Staff</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>In accordance with State Orders and PDE recommendations all students must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.</p> <p>- Unless the Student has a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p>	<p>Same as Yellow</p>	<p>-All Staff</p>		<p>Y</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>-St. Stephen's will work with parents, School Districts and other members of IEP teams to determine if alternate programming needs to be created.</p> <p>-St. Stephen's will follow regular protocols for safety contracts, referrals to PA Childline, and referrals to CYS.</p>	<p>Same as Yellow</p>	<p>-All Staff</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	St. Stephen's will continually assess needs of students and families in order to direct appropriate resources to the student/family.	Same as Yellow	-Principal		N

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Sanitizing practices and procedures	All Staff	Pat Cavanaugh, Principal	In-person and online		8/18/2020	8/25/2020
Hygiene Practices and use of masks	All Staff	School Nurse	In-person and online	Relias Learning	8/18/2020	8/25/2020
Social distancing, sharing materials and hallway etiquette	All Staff	Jason Wargo, Supervisor of Behavioral Services	In-person and online		8/18/2020	8/25/2020
Breakfast and lunch Procedures	All Staff	Jason Wargo, Supervisor of Behavioral Services	In-person and online		8/18/2020	8/25/2020
Remote learning Platforms and expectations	All Staff	Pat Cavanaugh, Principal	In-person and online		8/18/2020	8/25/2020
Schedule changes/procedures	All Staff	Pat Cavanaugh, Principal	In-person and online		8/18/2020	8/25/2020
PBIS Covid-19 Resource guide	All Staff	Beth Wilbur, Sp. Ed. Coordinator	In-person and online	Covid-19 resource guide	8/18/2020	8/25/2020

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **St. Stephen's Utica** reviewed and approved the Phased School Reopening Health and Safety Plan on **7/28/2020**

The plan was approved by a vote of:

Yes

No

Affirmed on: **7/28/2020**

By:

Steven Green, CEO

(Signature of Board President)*

Steven Green, CEO

(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.