



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: Pan American Academy Charter School

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (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 (alternating days and but some students/families opt for distance learning out of safety/health concern).
- 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): November 25, 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)
Darcy Russotto	All Staff, Students, Families	Pandemic Coordinator
Yolanda Cooper	All Staff, Students, Families	Academic Planning, Lead Pandemic Response Team
David Shemaria	4-8 Teachers, Staff, Students	Academic Planning, Pandemic Response Team
Mercedes Mason	K-3 Teachers, Staff, Students	Academic Planning, Pandemic Response Team
Joshua Fineberg	Student Services Staff	Academic Planning

Jennifer McNeil	Special Education Staff, Students, Families	Academic Planning
Hannah Myers	Language Support Staff, Students, Families	Academic Planning
Kelly Blocker	All Staff, Students, Families	Academic Planning
Evaleen DeMarco	All Staff, Students, Families	Communications Lead
Lisandra Kelly	All Staff	Human Resources, Pandemic Response Team
Mildred Hernandez	Kitchen and Facilities Teams	Operations Planning, Pandemic Response Team
Roberto Lugo	Safety Team Staff	Safety Planning, Pandemic Response Team
Zach Brown	Technology Department, All Staff, Students, Families	Technology Planning
Tonya Harris	Nursing Staff, All Staff, Students, Families	Health Planning, Pandemic Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

Detailed summer cleaning has been underway since early July. This cleaning involves a thorough deep cleaning and disinfecting of the entire building along with stripping and waxing all floors. Before staff returns to prepare, all excess furniture will be placed in storage, freeing up additional space in classrooms for physical distancing.

We have been ordering supplies and materials since April. We have purchased an electrostatic sprayer and the disinfecting solution for daily cleaning. We have also purchased hand sanitizer dispensers and hand sanitizing solution for each classroom and high traffic areas. We are currently working on a purchase of disinfecting wipes and additional soap.

New cleaning protocols have been developed along with cleaning checklists that will be submitted to supervisors and kept on file. We are meeting with our HVAC maintenance company to ensure the highest level Air Changes per Hour. All windows have been checked for ease of opening.

Cleaning protocols have been developed to include disinfecting high touch areas multiple times per day, individual cleaning of workspaces in classrooms and offices, daily disinfecting of the entire building each evening, and weekly deep cleaning. All soft surfaces such as area rugs and soft seating have been removed.

Cleaning staff as well as All Staff will be trained on new cleaning protocols. Operations manager will conduct frequent walkthroughs, observations and inspections to ensure that cleaning protocols in place are being followed and are effective.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Establish enhanced cleaning protocol including disinfection of high touch areas multiple times per day, detailed daily cleaning including electrostatic disinfection, and weekly deep cleaning.</p> <p>Increase the number of available staff for cleaning during the day.</p> <p>Removal of area rugs and all soft surfaces from classrooms, meeting spaces, and offices.</p> <p>Establish and implement protocols for all staff and students to clean their work area with disinfecting wipes multiple times per day.</p> <p>Remove access to water fountains. Instruct staff and students to use only the hands free bottle filling stations.</p> <p>Busses will be wiped down with disinfecting wipes before and after each cohort of students rides the bus.</p>	<p>Implement enhanced cleaning protocol including disinfection of high touch areas multiple times per day, detailed daily cleaning including electrostatic disinfection, and weekly deep cleaning.</p> <p>Maintain increase number of available staff for cleaning during the day.</p> <p>Continue to implement protocols for all staff and students to clean their work area with disinfecting wipes multiple times per day.</p> <p>Continue busses will be wiped down with disinfecting wipes before and after each cohort of students rides the bus.</p>	<p>Mildred Hernandez</p>	<p>Electrostatic disinfecting spray and spraying equipment.</p> <p>Disinfecting wipes</p> <p>Storage unit for area rugs and soft surface items.</p> <p>Staff and student water bottles.</p>	<p>Cleaning staff will need PD on new cleaning protocols and new equipment.</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Meet with HVAC company to ensure we are operating with the highest Air Changes per Hour (ACH).</p> <p>Increase contract with HVAC company to ensure all units are running effectively and efficiently.</p>	<p>Continue contract with HVAC company to ensure all units are running effectively and efficiently.</p>			

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

All excess furniture will be removed from the classrooms to create more room for desks to be spread apart. All classrooms with tables will be changed to individual desks.

Our students will be divided into three cohorts. Cohorts A and B will be on campus for two differing days as will the instructional staff assigned to teaching them. We will be operating at a much lower capacity of staff and students in the building.

All common spaces will be assigned a new maximum capacity which will be posted near all entrances and exits of the space.

Outdoor space will be used to conduct structured recess/PE for 15 minutes per day for all students in their cohort group.

Students will access hand sanitizer upon entering and exiting the building as well as in their classroom throughout the day. Students and staff will be instructed to disinfect their personal work space three times per day.

Transportation, which is provided by our authorizing district, will have students sit in every other seat without sitting in the same row. Busses will stagger their arrival and pick up times to avoid crowds of students going in together. Busses will be cleaned and disinfected between routes.

Any essential visitors entering the building will complete a health screener and be required to wear a face covering. Visitors will have limited access to the building and must stay with their assigned escort. Non-essential visitors will not be allowed to access the building at this time.

All precautions taken will be followed by students K-8 as well as all staff members.

All staff, students and families will receive training on the new protocols in place through in-person sessions as well as with video lessons. Staff and students will take a pre and post assessment to ascertain their understanding of the new protocols.

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)
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<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Removal of excess supplies and materials. Pan American supplies and materials will be returned to storage, teacher owned materials will go home with teacher.</p> <p>Removal of soft surfaces (carpets, stuffed animals, dolls, pillows, upholstered furniture). Items belonging to Pan American Academy will be labeled and placed in storage. Teacher owned items will go home with teacher.</p> <p>Removal of extra furniture. Furniture prohibiting the spacing out of student desks will be repurposed or put in storage. Only the exact number of student desks needed for each classroom will be permitted. All desks must be facing the same</p>	<p>Removal of excess supplies and materials. Pan American supplies and materials will be returned to storage, teacher owned materials will go home with teacher.</p> <p>Removal of soft surfaces (carpets, stuffed animals, dolls, pillows, upholstered furniture). Items belonging to Pan American Academy will be labeled and placed in storage. Teacher owned items will go home with teacher.</p> <p>Removal of extra furniture. Furniture prohibiting the spacing out of student desks will be repurposed or put in storage. Only the exact number of student desks needed for each classroom will be permitted. All desks must be facing the same</p>	<p>Mildred Hernandez</p>	<p>Storage unit for excess furniture</p>	<p>Teachers will need PD on how to set up a classroom environment conducive to physical distancing</p>
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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>direction. Any furniture that was not purchased by Pan American Academy must go home with teacher.</p> <p>Classrooms without single desks. Tables will be stored and replaced with single desks when possible. Student desks will be separated from each other to the extent possible and will all be facing the same direction.</p>	<p>direction. Any furniture that was not purchased by Pan American Academy must go home with teacher.</p> <p>Classrooms without single desks. Tables will be stored and replaced with single desks when possible. Student desks will be separated from each other to the extent possible and will all be facing the same direction.</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>All students will be offered a grab-and-go breakfast as they enter the school building to take and eat in their classroom.</p> <ul style="list-style-type: none"> Students will be required to clean their hands with soap and water or an alcohol-based hand sanitizer prior to and immediately after eating. Cafeteria use will be staggered during lunch. Signage and floor decals will be placed near the entrance of and inside the cafeteria to promote physical distancing. If eating in a cafeteria, students will have assigned seats distanced 6 feet apart, eat with a cohort of students and not share food. <p>Students in middle school will come to a designated food station in the hallway and return to the classroom to eat their meal.</p>	<p>All students will be offered a grab-and-go breakfast as they enter the school building to take and eat in their classroom.</p> <ul style="list-style-type: none"> Students will be required to clean their hands with soap and water or an alcohol-based hand sanitizer prior to and immediately after eating. Cafeteria use will be staggered during lunch. Signage and floor decals will be placed near the entrance of and inside the cafeteria to promote physical distancing. If eating in a cafeteria, students will have assigned seats distanced 6 feet apart, eat with a cohort of students and not share food. <p>Students in middle school will come to a designated food station in the hallway and return to the classroom to eat their meal.</p>	<p>Mildred Hernandez</p>	<p>Order grab-and-go breakfasts options.</p> <p>Hand sanitizer stations installed in cafeteria entrances and exits.</p> <p>Appropriate signage and decals to assist with physical distancing in lines and in seats.</p>	<p>Teachers will need professional development on the procedures and protocols of dropping students off to lunch and picking students up from lunch.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand sanitizer dispensers installed in all classrooms and high traffic areas.</p> <p>Soap dispensers in staff and student bathrooms will be filled multiple times per day as part of during the day cleaning protocols.</p> <p>Signage will be posted in the bathrooms and in the hallways to ensure proper hand washing protocols are used.</p> <p>Teachers will develop lesson plans to teach students proper hand washing protocols.</p>	<p>Hand sanitizer dispensers installed in all classrooms and high traffic areas.</p> <p>Soap dispensers in staff and student bathrooms will be filled multiple times per day as part of during the day cleaning protocols.</p> <p>Signage will be posted in the bathrooms and in the hallways to ensure proper hand washing protocols are used.</p>	<p>Mildred Hernandez, Operations Manager</p>	<p>Hand sanitizer dispensers and hand sanitizer.</p> <p>Soap</p>	
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted in both English and Spanish in the main lobby, main office, hallways, bathrooms, cafeteria and classrooms.</p> <p>Floor decals and wall decals will be used where appropriate.</p>	<p>Signs will be posted in both English and Spanish in the main lobby, main office, hallways, bathrooms, cafeteria and classrooms.</p> <p>Floor decals and wall decals will be used where appropriate.</p>	<p>Mildred Hernandez, Operations Manager</p>	<p>Signs Decals</p>	<p>N/A</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Establish a visitor protocol restricting non-essential visitors that requires health screening questions, a face covering as well as restricted access to the building.</p>	<p>Establish a visitor protocol restricting non-essential visitors that requires health screening questions, a face covering as well as restricted access to the building.</p>	<p>Roberto Lugo, Security Manager</p>	<p>Disposable masks</p>	<p>Safety team will need to be trained on enforcing the visitor protocol as well as keeping the appropriate documentation.</p> <p>Admin team will need to be trained on when and how to approve visitors.</p> <p>Staff will need to be trained on not scheduling visitors to the building.</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Sports activities will not occur during the yellow phase.</p> <p>Recess and physical education will be combined to a 15 minute period per day with small group of students in the school yard or in the gym.</p>	<p>Sports will occur during following CDC guidelines.</p> <p>Recess and physical education will be combined to a 15 minute period per day with small group of students in the school yard or in the gym.</p>	<p>David Shemaria, Assistant Principal</p>		<p>Coaches will need professional development on following CDC guidelines.</p>
<p>Limiting the sharing of materials among students</p>	<p>Students will receive a plastic box to hold all of their school supplies. Materials will be individually distributed.</p>	<p>Students will receive a plastic box to hold all of their school supplies. Materials will be individually distributed.</p>	<p>Mercedes Mason, Assistant Principal</p>	<p>Plastic boxes School Supplies</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	<p>Students will stay in their classroom and teachers will travel between rooms.</p> <p>When students do need to leave their classroom, they will be guided by tape, floor decals, and signage posted in the hallways.</p> <p>Arrival and dismissal times have been staggered to lessen the amount of students in the hallways and stairwells.</p> <p>Elevator access has been restricted to operation only with a key. Maximum occupancy of the elevator will be two people.</p>	<p>Students will stay in their classroom and teachers will travel between rooms.</p> <p>When students do need to leave their classroom, they will be guided by tape, floor decals, and signage posted in the hallways.</p> <p>Arrival and dismissal times have been staggered to lessen the amount of students in the hallways and stairwells.</p> <p>Elevator access has been restricted to operation only with a key. Maximum occupancy of the elevator will be two people.</p>	Yolanda Cooper, Principal	Tape Signage Floor/wall decals	Teachers will need professional development on the approved routes for travel throughout the building.
Adjusting transportation schedules and practices to create social distance between students	<p>Students riding on the bus will be assigned seating one row apart from other students with no two students sitting in the same row.</p> <p>Arrival/Dismissal of busses has been staggered to avoid crowding entering or exiting the building.</p>	<p>Students riding on the bus will be assigned seating one row apart from other students with no two students sitting in the same row.</p> <p>Arrival/Dismissal of busses has been staggered to avoid crowding entering or exiting the building.</p>	Mildred Hernandez, Operations Manager	Schedule Seating assignments	None
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Using a rotating cohort schedule, the maximum capacity for students in a classroom will be 15.</p> <p>Students will stay in their classroom and not mix with other groups of students.</p>	<p>Using a rotating cohort schedule, the maximum capacity for students in a classroom will be 15.</p> <p>Students will stay in their classroom and not mix with other groups of students.</p>	Yolanda Cooper, Principal	Schedule	None

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Main office staff will identify and communicate with local childcare agencies to coordinate drop off and pick up.	Main office staff will identify and communicate with local childcare agencies to coordinate drop off and pick up.	Jeannie Rivera, Office Manager	None	None
Other social distancing and safety practices	Post new maximum capacity for all staff shared spaces such as staff lounge and meeting rooms.	Post new maximum capacity for all staff shared spaces such as staff lounge and meeting rooms.	Mildred Hernandez, Operations Manager	signage	None

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:

Staff and students will be required to complete a health screener before coming to school. Staff will submit an electronic form and we have asked parents to complete the screener for their child at home before coming to school.

We have created an isolation room in our Wellness Center to house any member of our school community should they become ill during the day. Our nursing staff will be the primary decision makers in the need to quarantine staff or students. Building administrators will serve as her back up should she be unable to attend to the situation because she has other staff or students ill.

When tested and determined to be **COVID-19 positive**, the student or employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- until fever free without the use of anti-fever medications for three days AND
- symptoms are improving.

Note: The COVID-19 positive individual does NOT need a repeat COVID test or and doctor's note in order to return to school.

When tested and determined to be **COVID-19 negative**, the student or employee will remain home until:

- The student meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication OR
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school

When symptomatic, but **COVID-19 testing was not completed**, the student or employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- fever free without the use of anti-fever medications for three days AND
- symptoms are improving.

Staff who are uncomfortable about returning will talk to Human Resources and each situation will be handled on a case-by -case basis.

Families will be notified immediately through our communication plan protocol. All communication will protect staff and student confidentiality.

Families will select which program – blended or remote – that they wish to enroll in for the first trimester. Students unable to return will be able to attend the remote learning program.

All staff, students and families will receive training on the new protocols in place through in-person sessions as well as with video lessons. Staff and students will take a pre and post assessment to ascertain their understanding of the new protocols.

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>Students – health screening at home completed by parent Parents sign agreement to keep students home when sick and to report symptoms or exposure</p> <p>Staff – complete a health screening electronically each day to gain entry to school.</p>	<p>Students – health screening at home completed by parent Parents sign agreement to keep students home when sick and to report symptoms or exposure</p> <p>Staff – complete a health screening electronically each day to gain entry to school.</p>	<p>Darcy Russotto, CEO</p>	<p>Health Screener Form for Staff Health Screener Handout for parents</p>	<p>All staff and families will need to be trained to complete</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Create an isolation room in the Wellness Center.</p> <p>Staff and students who become ill or display symptoms will be taken immediately to the isolation room in the Wellness Center until they can safely leave the building.</p> <p>Visitors who become ill or display symptoms will be asked to leave the building immediately. If they are unable, they will be taken to the isolation room in the Wellness Center.</p>	<p>Staff and students who become ill or display symptoms will be taken immediately to the isolation room in the Wellness Center until they can safely leave the building.</p> <p>Visitors who become ill or display symptoms will be asked to leave the building immediately. If they are unable, they will be taken to the isolation room in the Wellness Center.</p>	<p>Tiffany Gannon, School Nurse</p>	<p>Repurpose technology office temporarily into the isolation room.</p> <p>Relocate technology team temporarily to the Teachers' Conference Room.</p>	<p>All staff will need to be trained on the protocols for identifying and assisting with sick staff, students, and visitors.</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)
* Returning isolated or quarantined staff, students, or visitors to school	<p>Students must meet requirements to return to school. Parents must communicate with school nurse to ensure they have met all requirements.</p> <p>Staff must meet requirements to return to school. Staff must communicate with their direct supervisor and Human Resources Coordinator.</p>	<p>Students must meet requirements to return to school. Parents must communicate with school nurse to ensure they have met all requirements.</p> <p>Staff must meet requirements to return to school. Staff must communicate with their direct supervisor and Human Resources Coordinator.</p>	Darcy Russotto, Chief Executive Officer	Return to School and Work Protocols	Teachers will need to be informed of the protocols. Direct supervisors will need to be trained to enforce these protocols.
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Establish a communication plan that will allow for accurate, intentional, timely information to all stakeholders.</p> <p>Use all forms of communication: Class Dojo, School Messenger, School Website, Social Media</p>	<p>Follow communication plan that will allow for accurate, intentional, timely information to all stakeholders.</p> <p>Use all forms of communication: Class Dojo, School Messenger, School Website, Social Media</p>	Evaleen DeMarco, Director of Strategic Initiatives	<p>Communication Plan</p> <p>Various platforms</p>	All staff will need to be trained on how to follow the communication plan so that information going out of the school is accurate.
Other monitoring and screening practices					

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?

- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

All staff will be required to wear face coverings. All students, with the exception of those with documented medical or mental health conditions that precludes wearing a mask, will be required to wear face coverings. In the instance where face covering is not an option, wearing a face shield will be encouraged.

Students and staff at higher risk for severe illness will be encouraged to participate in the remote program.

Our instructional staff to student ratio is 10 to 1. Instructional staff members who typically coteach will take on responsibilities for each other if one of them is unable to teach due to illness. When this is not possible, an instructional coach will fill in for the absent teacher.

Classroom assistants will support with small group and 1 to 1 support for students in Kindergarten and First Grade. Instructional assistants will support with small group support for students in grades 2-5. Social workers, counselors, and behavior support staff will conduct social and emotional learning activities for students of all ages. Fun Family Friday events will be coordinated to encourage the continuation of the school culture and inclusion of family members.

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	Option for 100% remote programming for students. Option for working 100% remote should job duties make that possible.	Option for 100% remote programming for students. Option for working 100% remote should job duties make that possible.	Lisandra Kelly,		
* Use of face coverings (masks or face shields) by all staff	All staff will wear a face covering. Face shields will be allowed if staff members have a health condition that prohibits them from wearing a face covering. Wearing both a face shield and face covering will be allowed.	All staff will wear a face covering. Face shields will be allowed if staff members have a health condition that prohibits them from wearing a face covering. Wearing both a face shield and face covering will be allowed.	Darcy Russotto, Chief Executive Officer		

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>All students will wear a face covering. Face shields will be allowed if staff members have a health condition that prohibits them from wearing a face covering. Wearing both a face shield and face covering will be allowed.</p>	<p>All students will wear a face covering. Face shields will be allowed if staff members have a health condition that prohibits them from wearing a face covering. Wearing both a face shield and face covering will be allowed.</p>	<p>Yolanda Cooper, Principal</p>		
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Staff or students with complex needs will be handled on a case by case basis with the intention of finding a successful option for protecting themselves and others.</p>	<p>Staff or students with complex needs will be handled on a case by case basis with the intention of finding a successful option for protecting themselves and others.</p>	<p>Joshua Fineberg, Director of Student Services</p>		
<p>Strategic deployment of staff</p>					

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
Health Screening Protocols	All Staff	Darcy Russotto, CEO	Zoom session	Health Screening Protocols	8/17	8/17
Face Covering Protocols	All Staff	Yolanda Cooper, Principal	Zoom session	Face Covering Protocols Sample face coverings	8/18	8/18
Physical Distance Protocols	All Staff	Yolanda Cooper, Principal	Zoom session	Physical Distancing Protocols List of max cap for shared spaces	8/19	8/19
Classroom Set Up for Physical Distancing	Teachers	Mercedes Mason, Assistant Principal	Zoom session	Guidelines for classroom set up Assistance from Mildred Hernandez	8/20	8/20
Student Compliance with Face Covering Protocol	Teachers	David Shemaria, Assistant Principal	Zoom session	Face Covering Protocol	8/20	8/20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Responding to Confirmed or Suspected Case	All Staff	Darcy Russotto, CEO	Zoom session	Responding to Confirmed or Suspected Case protocols	8/21	8/21
Sick Student Protocol How to access the nurse	Teachers	Yolanda Cooper, Principal	Zoom session	Responding to Confirmed or Suspected Case protocols Assistance from nursing staff	8/21	8/21
Visitor Protocol	All Staff	Roberto Lugo, Security Manager	Zoom session	Visitor Protocol	8/24	8/24
Returning to Work Protocol	All Staff	Lisandra Kelly, Director of Administrative Services	Zoom session	Return to work protocol	8/24	8/24
Building cleaning protocols	Facilities staff	Mildred Hernandez, Operations Manager	Zoom session	Cleaning protocols	8/10	8/10
Classroom and Workspace Cleaning	All Staff	Mildred Hernandez, Operations Manager	Zoom session	Cleaning protocols	8/25	8/25
Staff and Student Travel throughout the building	All Staff	Yolanda Cooper, Principal	Zoom session	Signage Travel Routes	8/26	8/26
Communication Plan	All Staff	Evaleen DeMarco, Director of Strategic Initiatives	Zoom session	Communication Plan	8/17	8/17

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
Return to School Planning	Staff	Darcy Russotto, CEO	Survey, Zoom Forum, emails	6/29/20	ongoing
Return to School Plan	Families	Yolanda Cooper, Principal	Survey, Zoom Forum, website, Dojo, School Messenger	6/29/20	ongoing
Access to Internet and Tech Support	Staff & Families	Zach Brown, Director of Technology	Survey, in-person, website, Dojo, School Messenger, email	6/29/20	ongoing
Weekly Updates	Staff	Evaleen DeMarco, Director of Strategic Initiative	Constant Communication Tool	8/3/20	ongoing
Weekly Updates	Families	Evaleen DeMarco, Director of Strategic Initiative	Constant Communication Tool	8/3/20	ongoing

Health and Safety Plan Summary: Pan American Academy Charter School

Anticipated Launch Date: September 1, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Establish enhanced cleaning protocol including disinfection of high touch areas multiple times per day, detailed daily cleaning including electrostatic disinfection, and weekly deep cleaning.</p> <p>Increase the number of available staff for cleaning during the day.</p> <p>Removal of area rugs and all soft surfaces from classrooms, meeting spaces, and offices.</p> <p>Establish and implement protocols for all staff and students to clean their work area with disinfecting wipes multiple times per day.</p> <p>Remove access to water fountains. Instruct staff and students to use only the hands free bottle filling stations.</p> <p>Busses will be wiped down with disinfecting wipes before and after each cohort of students rides the bus.</p> <p>Meet with HVAC company to ensure we are operating with the highest Air Changes per Hour (ACH).</p> <p>Increase contract with HVAC company to ensure all units are running effectively and efficiently.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Removal of excess supplies and materials. Pan American supplies and materials will be returned to storage, teacher owned materials will go home with teacher.</p> <p>Removal of soft surfaces (carpets, stuffed animals, dolls, pillows, upholstered furniture). Items belonging to Pan American Academy will be labeled and placed in storage. Teacher owned items will go home with teacher.</p> <p>Removal of extra furniture. Furniture prohibiting the spacing out of student desks will be repurposed or put in storage. Only the exact number of student desks needed for each classroom will be permitted. All desks must be facing the same direction. Any furniture that was not purchased by Pan American Academy must go home with teacher.</p> <p>Classrooms without single desks. Tables will be stored and replaced with single desks when possible. Student desks will be separated from each other to the extent possible and will all be facing the same direction.</p>
<p>Limiting the sharing of materials among students</p>	<p>All students will be offered a grab-and-go breakfast as they enter the school building to take and eat in their classroom.</p>
<p>Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> • Students will be required to clean their hands with soap and water or an alcohol-based hand sanitizer prior to and immediately after eating. • Cafeteria use will be staggered during lunch. Signage and floor decals will be placed near the entrance of and inside the cafeteria to promote physical distancing. • If eating in a cafeteria, students will have assigned seats distanced 6 feet apart, eat with a cohort of students and not share food.
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Students in middle school will come to a designated food station in the hallway and return to the classroom to eat their meal.</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>	

Requirement(s)	Strategies, Policies and Procedures
<p>Other social distancing and safety practices</p>	<p>Hand sanitizer dispensers installed in all classrooms and high traffic areas.</p> <p>Soap dispensers in staff and student bathrooms will be filled multiple times per day as part of during the day cleaning protocols.</p> <p>Signage will be posted in the bathrooms and in the hallways to ensure proper hand washing protocols are used.</p> <p>Teachers will develop lesson plans to teach students proper hand washing protocols.</p> <p>Signs will be posted in both English and Spanish in the main lobby, main office, hallways, bathrooms, cafeteria and classrooms.</p> <p>Floor decals and wall decals will be used where appropriate.</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>Establish a visitor protocol restricting non-essential visitors that requires health screening questions, a face covering as well as restricted access to the building.</p>
	<p>Sports activities will not occur during the yellow phase.</p> <p>Recess and physical education will be combined to a 15 minute period per day with small group of students in the school yard or in the gym.</p>
	<p>Students will receive a plastic box to hold all of their school supplies.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Materials will be individually distributed.</p> <p>Students will stay in their classroom and teachers will travel between rooms.</p> <p>When students do need to leave their classroom, they will be guided by tape, floor decals, and signage posted in the hallways.</p> <p>Arrival and dismissal times have been staggered to lessen the amount of students in the hallways and stairwells.</p> <p>Elevator access has been restricted to operation only with a key. Maximum occupancy of the elevator will be two people.</p>
	<p>Students riding on the bus will be assigned seating one row apart from other students with no two students sitting in the same row.</p> <p>Arrival/Dismissal of busses has been staggered to avoid crowding entering or exiting the building.</p>
	<p>Using a rotating cohort schedule, the maximum capacity for students in a classroom will be 15.</p> <p>Students will stay in their classroom and not mix with other groups of students.</p>
	<p>Main office staff will identify and communicate with local childcare agencies to coordinate drop off and pick up.</p>
	<p>Post new maximum capacity for all staff shared spaces such as staff lounge and meeting rooms.</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>Option for 100% remote programming for students.</p> <p>Option for working 100% remote should job duties make that possible.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	
	<p>All staff will wear a face covering. Face shields will be allowed if staff members have a health condition that prohibits them from wearing a face covering. Wearing both a face shield and face covering will be allowed.</p>
	<p>All students will wear a face covering. Face shields will be allowed if staff members have a health condition that prohibits them from wearing a face covering. Wearing both a face shield and face covering will be allowed.</p>
	<p>Staff or students with complex needs will be handled on a case by case basis with the intention of finding a successful option for protecting themselves and others.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Pan American Academy Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 27, 2020**.

The plan was approved by a vote of:

 7 **Yes**

 0 **No**

Affirmed on: **July 27, 2020**

By:

Brenda Marrero

(Signature* of Board President)

(Brenda L. Marrero, Esq.)

*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.