

# Our Lady of Perpetual Help School

Submission Date  
July 14, 2020 15:56

Name

Danielle Frio

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

Our Lady of Perpetual Help 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?

The health and safety of our faculty, staff, and students is our main priority. The plan is to bring students/staff back to the physical school building with social distancing in place with each desk spaced 6 feet apart where possible. Larger spaces will be used to accommodate some classes. UltraBoard Micro Barriers will be used on every student desk. Social distancing floor decals will be used throughout the building to assist students with keeping at a safe social distance when outside of the classroom.

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

We have already garnered input from families and staff through the use of surveys. Faculty, staff, parents, medical professionals, and school board members have been a part of the planning process. Updates throughout the summer have been provided to stakeholders through parent alerts, social media, and our website. We will engage our stakeholders by sharing our approved plan in the same manner.

How will you communicate your plan to your community?

The plan will be shared with the faculty and staff. The plan will be shared and reviewed with the faculty and staff prior to the start of school. The plan will be sent to families via OptionC Parent Alert. It will also be posted on our website. In addition, administration will hold a webinar to explain the plan and answer questions. Teachers will hold Back to School Zoom meetings with their families prior to the start of school to share information about the set-up of their individual classroom.

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

The health and safety of our students and staff will be our main priority. The decision making process that would prompt a school closure or other significant modification to our daily operations will be directed by the Diocese of Allentown Office of Education, state and local authorities including the PA Department of Education and the PA Department of Health.

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  | Danielle Frio                  | Administrator - Principal             | Both                                     |
| 2  | Monsignor Sacks                | Pastor                                | Health and Safety Plan Development       |
| 3  | Katherine Criscuolo            | Pandemic Coordinator/Teacher          | Both                                     |
| 4  | Kendra Broscius                | Support Staff - First Aid Coordinator | Both                                     |
| 5  | Tom Kovacs                     | Support Staff - Maintenance Director  | Both                                     |
| 6  | Liliana Calantoni              | IT Administrator                      | Health and Safety Plan Development       |
| 7  | Maureen Kohler                 | Head Teacher                          | Both                                     |
| 8  | Drs. James and Sabriya Caffrey | Parents/Medical Professional          | Health and Safety Plan Development       |
| 9  | Deborah Echevarria             | Parent/Medical Professional           | Health and Safety Plan Development       |
| 10 | Sara Echevarria                | Student                               | Health and Safety Plan Development       |
| 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 staff headed by Tom Kovacs have conducted a thorough cleaning of the facility this summer. The maintenance staff will continue to clean & disinfect the school premises during the school year. Items have been purchased to delineate social distance as per Northampton County & the Commonwealth of PA recommendations. For example an atomizer backpack sprayer will be used daily to disinfect all classrooms and communal spaces. We also have an ample supply of Sani-tyze RTU which is a hospital grade disinfectant. Each classroom has their own cleaning supplies that will be used throughout the day.

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

Lehigh Valley Janitorial is the supplier of our cleaning products. All of our products meet OSHA/CDC requirements for COVID-19. Presently, products are stocked to last for several months.

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 of student desk surfaces will be on a reasonable schedule. High touch points like door knobs and light switches in classrooms will be disinfected several times throughout the day. Bathrooms will be cleaned twice a day. In addition to our traditional cleaning supplies, a Portable UV-C Light Sterilizer handheld device that emits a specialized UV-C light that kills 99.99% of bacteria, mold, viruses and germs will be used to sanitize bathrooms, desktops and electronic devices. All areas including classrooms and bathrooms will be cleaned with an atomizer backpack sprayer each day after school.

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

Throughout the school day, cleaning will be conducted on a reasonable schedule. Maintenance staff, teachers, aides and students will all contribute to keeping the school clean throughout the 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 will include: hand hygiene, PPE usage, methods for contracting illness, coping skills, importance of staying home when sick.

## 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) |
|----------------------------------|---|--|-------------------|
| Tom Kovacs, Maintenance Director | Restrooms will be cleaned twice daily. Drinking fountains will be disabled, Transportation comes under the jurisdiction of sending public school districts. | N  |                   |

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) |
|----------------------------------|----------------------------|--|-------------------|
| Tom Kovacs, Maintenance Director | Same as Yellow Phase       | 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) |
|--|---------------------------------|--|------------------------------------|--|-------------------|
| Disinfecting high touch areas such as door knobs, bathrooms, and desks is a priority. All air ducts were thoroughly cleaned this past year. Windows will be opened periodically to bring in fresh air. | Same as Yellow Phase            | Maintenance, faculty, staff and students | All cleaning supplies listed above | Yes  |                   |

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

The students will be spaced 6 feet apart where possible so as to get the maximum number of students acceptable per space. Classes whose numbers exceed the aforementioned, will be split and classrooms assigned in close proximity. The teacher will utilize a combination of face-to-face instruction and Zoom on-site instruction alternating those services (distance learning within the building). Other large classes will move to a larger area to accommodate safe distancing.

(distance learning within the building). Other large classes will move to a larger area to accommodate safe distancing.

UltraBoard Micro Barriers will be used on every student desk. Gym classes will be held outside when feasible. All other specialist teachers will travel from class to class to minimize student movement. Mass schedule to be determined. Shared classroom materials will not be permitted. Students will need to use their own supplies.

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

Grades K-4 are primarily self contained. The assigned classroom teacher would remain with this class throughout the day. Non Instructional staff will stay with their class as much as possible. In grades 5-8 and academic support teachers, when necessary for content instruction, will move from classroom to classroom following all safety protocols. All Specialist instruction, with the exception of Physical Education, will take place within that grade's classroom.

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

Social distancing floor decals will be used throughout the building to assist students with keeping at a safe social distance when outside of the classroom. Face coverings will be worn by all individuals when in the hallways and communal spaces. Hand sanitizer will be applied upon both leaving and returning to the classroom space. The restrooms will be occupied by a limited number of students at a time and a tag system will be used to monitor. The lunch room will not be used.

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

Weather permitting, recess, physical education, and some classroom instruction will take place outside. The school maintains many large outdoor grassy spaces and sufficient space on the blacktopped area for social distancing between classes.

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

Transportation comes under the jurisdiction of sending public school districts.

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

Non-essential visitors will not be permitted. All visitor and volunteer visits must be scheduled. Volunteers that are needed will have to follow Diocesan policy of face mask, temp check, wellness screening questionnaire upon arrival. Contracted services (ex. IU20) will follow their set protocols as directed by their agency. Masks and sanitizer will be available at all entry points.

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

The social distancing and safety protocols will be followed by all grades K-8.

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?

Pandemic Safety Coordinator, Maintenance staff and Principal will be trained on social distancing and other safety protocols. Training will be provided to the staff prior to the start of the school year. Training for students will be on an individual class basis during the first two weeks of school. Announcements will be made daily to reinforce social distancing and other safety protocols. Faculty and staff will instruct students on proper protocols and reinforce the good habits in classroom. Periodic checks will be made by the pandemic coordinator and/or 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) |
|----------------------------|--------------------------|-----------------|---|-------------------|
|----------------------------|--------------------------|-----------------|---|-------------------|

|   | 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. | The students will be spaced 6 feet apart where possible so as to get the maximum number of students acceptable per space. For some classes whose numbers exceed the aforementioned, these will be split and classrooms assigned in close proximity. The teacher will utilize a combination of face-to-face instruction and Zoom on-site instruction alternating those services (distance learning within the building). Other large classes will move to a larger area to accommodate safe distancing. UltraBoard Micro Barriers will be used on every student desk. | Same as Yellow           | Teacher/Admin/Maintenance | Building maintenance staff will work closely with Principal                        | No                |
| Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms   | The lunch room will not be used. Students can opt to bring their lunch or receive a contactless lunch delivered to the classroom.  | Same as Yellow           | Admin/Lunch Manager       | Contactless packaging and classroom cleaning 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           | Admin/Faculty/Staff       | Hand Sanitizer, hand washing stations, posters, etc.                               | 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 in class and over the PA   | Same as Yellow           | Admin/Faculty/Staff       | Posters  | No                |
| Identifying and restricting non-essential visitors and volunteers.  | Only essential volunteers will be allowed in the school  | Same as Yellow           | Admin/Staff               | Protocols for entering the school building including questionnaire and temp checks | 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 classes will be playing in certain areas only and not allowed to mix with other classes. Gym classes will be held outside when feasible. The focus should be on physical fitness rather than group sport activities when possible. | Same as Yellow           | Phys. Ed Teacher/ Admin/teachers |   | No                |
| Limiting the sharing of materials among students   | Students will have their own material and supplies. Students will not be allowed to share supplies  | Same as Yellow           | Admin/Faculty/Staff              |   | No                |
| Staggering the use of communal spaces and hallways   | Movement in the hallways will be limited as staff will primarily be the ones switching rooms. No more than two students will be allowed to use their assigned bathroom at a time.   | Same as Yellow           | Admin/Faculty/Staff              | Individual Bathroom Passes for each student | No                |
| Adjusting transportation schedules and practices to create social distance between students  | Transportation comes under the jurisdiction of sending public school districts.   | Same as Yellow           | Admin                            |   | No                |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students  | The students will be spaced 3-6 feet apart so as to get the maximum number of students acceptable per space. For some classes whose numbers exceed the aforementioned, these will be split and classrooms assigned in close proximity.                              | Same as Yellow           | Admin/Faculty/Staff              |   | No                |
| 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 offered. Students will be spaced socially distanced in aftercare.   | Same as Yellow           | Admin/Extended Care Staff        |   | No                |
| Other social distancing and safety practices   | Decals will be used throughout the school indicating 6 feet social distancing.  | Same as Yellow           | Admin                            | Floor decals                                | 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?

Staff will be checked every morning upon entry into school following the Diocesan protocols (temp. check, wellness questionnaire (sign offs filed for one month), and hand sanitizer). All visitors will follow the same protocols.

Temperature checks and hand sanitizer mandatory upon arrival for all students. Masks and sanitizer available at entry if needed. Observation of staff and students throughout the day. Staff and students will be referred to school nurse/first aide coordinator if symptomatic. Each student must have a current medical record on file with contact information. Parents will be called if any symptom of COVID-19 is present. Parent/designated guardian must pickup student as soon as possible and expected to pick up student within a 30 minute time frame. Student/parent will contact health care provider to determine if COVID testing is needed. Protocols set forth by the medical agency will be followed.

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)?

Temperature checks and hand sanitizer mandatory upon arrival for all students. Masks and sanitizer available at entry if needed.

Morning carline drop off is located at the main doors of the church, entering through the church gathering space. Morning carline routine will consist of two staff members conducting temperature checks of masked students curbside prior to exiting the vehicle. Asymptomatic students will then proceed to the entry point, apply hand sanitizer (from a free standing dispenser) , enter the building keeping appropriate marked social distance report directly to the appointed classroom.

Morning Bus Line drop off is located curbside in front of school. Students disembark the bus proceeding through the courtyard, to church gathering space doors. Morning Bus Line will consist of two staff members conducting temperature checks of masked students prior to entering the building. Asymptomatic students will then proceed to the entry point, apply hand sanitizer (from a free standing dispenser) , enter the building keeping appropriate marked social distance report directly to the appointed classroom.

Staff, parents and students are to self monitor daily prior to and after attending classes. If suspected, known or symptomatic must self quarantine until negative testing results determine appropriate action.

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?

CDC guidelines would be followed for staff, students or other members of the school community who become ill or exposed to an individual confirmed positive to COVID-19.

If presented during school day the individual will be brought to an isolation area. Each student will require an emergency contact who can pick up within a 30 minute time frame or a time that is reasonable. Mandatory 14 day self quarantine, until testing results determine appropriate action.

If staff/student COVID positive-- they must stay home at least 10 days after symptom onset and be fever free for 72 hours before returning. If someone in the household of the staff member/student or if the staff member/student has had close contact with a COVID positive individual-- but is not sick, must quarantined 14 days --should continue to work remotely when possible.

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

School nurse, Pandemic Coordinator, First Aid Coordinator, Principal and appointed office staff.

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?

To safely return to work staff or students confirmed to have COVID-19 need to

(4) not demonstrate a fever for at least 72 hours without the use of fever reducing medication

- (1) not demonstrate a fever for at least 72 hours without the use of fever-reducing medicines;
- (2) demonstrate noted improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- (3) at least ten (10) days have passed since symptoms first appeared.
- (4) obtain a doctor's note stating it safe to return to work/school

To accommodate staff who are unable to return to work due to illness or quarantine, they may remotely work from home as long as they are physically able to do so (not being ill). For those that are uncomfortable to return to work PPE and socially distanced precautions will be re-evaluated to see if the staff members concerns can be met.

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

We believe in-person teaching is the ideal mode of instruction for the start of a school year. However, we do recognize students who have underlying health concerns, family members in high-risk groups or families who are uncomfortable physically attending school may choose the option of continuing distance learning. It is important to us to provide a way to keep each student connected and part of our faith-filled school community. We will accomplish this through a Virtual Learning Program.

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 and the policy of the Diocese of Allentown.

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?

Faculty and staff will be trained on the protocols for monitoring student and staff health by the first aid coordinator and medical professionals dependent upon their availability. A preparedness checklist will be used to measure results.

Monitoring Student and Staff Health

|   | Action Steps under Yellow Phase   | Action Steps under Green Phase | Lead Individual and Position          | Materials, Resources, and/or Supports Needed                | PD Required (Y/N) |
|---|---|--------------------------------|---------------------------------------|---|-------------------|
| Monitoring students and staff for symptoms and history of exposure  | Staff will be checked every morning upon entry into school following the Diocesan protocols (temp. check, wellness questionnaire (sign offs filed for one month), and hand sanitizer). All visitors will follow the same protocols. Temperature checks and hand sanitizer mandatory upon arrival for all students. Masks and sanitizer available at entry if needed.  | Same as Yellow                 | Administration/Staff                  | Main office staffing and support TBD as needed. Thermometer | Yes               |
| Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | CDC guidelines would be followed for staff, students or other members of the school community who become ill or exposed to an individual confirmed positive to COVID-19. If presented during school day the individual will be brought to an isolation area. Each student will require an emergency contact who can pick up within a 30 minute time frame or a time that is reasonable. Mandatory 14 day self quarantine, until testing results determine appropriate action. | Same as Yellow                 | Administration/First Aide Coordinator | Main office staffing and support TBD as needed.             | No                |

|   | 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  | To safely return to work staff or students confirmed to have COVID-19 need to (1) not demonstrate a fever for at least 72 hours without the use of fever-reducing medicines; (2) demonstrate noted improvement in respiratory symptoms (e.g., cough, shortness of breath); (3) at least ten (10) days have passed since symptoms first appeared, and (4) obtain a doctor's note stating it safe to return to work/school | Same as Yellow                 | Administration               | N/A  | 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 and guidance from the Dioces of Allentown  | Same as Yellow                 | Administration               | OptionC Parent Alert                         | No                |
| Other monitoring and screening practices  | TBD - as needed  | Same as Yellow                 | Administration               | TBD  | 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 coverings are required for everyone when entering/exiting the school building or classroom and when in common areas. Students may remove face coverings when seated at a safe social distance at their desk with their UltraBoard Micro Barrier. The school will purchase each student a neck-gaiter style mask. Wearers of neck gaiter style masks can quickly and easily slide the gaiter down around their neck and back up to their face as needed without the risk of it falling on the ground. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks (provided by the school) may also be worn if a student forgets their mask.

Staff may remove face covering only when stationary in the classroom when teaching. If teacher is moving within the classroom, face covering must be worn. Face coverings include mask and/or face shields

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. An online instruction option is a possibility. 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?

Currently working to increase our substitute teacher list. Meeting with substitutes prior to the start of school to review the school's plan so they are aware of our protocols and trained on them before coming in to substitute.

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?

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, the school will utilize the IU NPSS for psych support as well as utilize any therapeutic services offered by Catholic Charities.

A faith and well being committee has been established to focus on the social, emotional and spiritual health and well being of the school community.

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                         | <p>We believe in-person teaching is the ideal mode of instruction for the start of a school year. However, we do recognize students who have underlying health concerns, family members in high-risk groups or families who are uncomfortable physically attending school may choose the option of continuing distance learning. It is important to us to provide a way to keep each student connected and part of our faith-filled school community. We will accomplish this through a Virtual Learning Program.</p>   | Same as Yellow             | Teachers /Administration     | PPE  | No                |
| Use of face coverings (masks or face shields) by all staff                              | <p>Face coverings are required for everyone when entering/exiting the school building and when in common areas. Staff may remove face covering only when stationary in the classroom when teaching. If the teacher is moving within the classroom, face covering must be worn. Face coverings include mask and/or face shields</p>  | Same as Yellow             | Administration/Staff         | Face Coverings                               | No                |
| Use of face coverings (masks or face shields) by older students (as appropriate)        | <p>Face coverings are required for everyone when entering/exiting the school building and when in common areas. Students may remove face coverings when seated at a safe social distance at their desk with their UltraBoard Micro Barrier. The school will purchase each student a neck-gaiter style mask. Wearers of neck gaiter style masks can quickly and easily slide the gaiter down around their neck and back up to their face as needed without the risk of it falling on the ground. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks (provided by the school) may also be worn if a student forgets their mask.</p> | Same as Yellow             | Administration/Staff         | Face coverings                               | No                |
| Unique safety protocols for students with complex needs or other vulnerable individuals | <p>Students at higher risk will be given preferential seating in the classroom. An online instruction option is a possibility. Additionally, students and staff at higher risk for severe illness will be offered additional PPE.</p>   | Same as Yellow             | Administration/Staff         |  | No                |
| Strategic deployment of staff   | <p>The school will utilize the IU NPSS for psych support as well as utilize any therapeutic services offered by Catholic Charities. A faith and well being committee has been established to focus on the social, emotional and spiritual health and well being of the school community.</p>  | Same as Yellow             | Administration               | SEL Materials                                | 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 | Symptoms of COVID/Monitoring Health  | Staff          | Nurse/Broschius                        | virtual           | TBD  | 1st faculty meeting                      | 20 minutes    |
| 2 | Proper Hand Washing/Hygiene Reminder | Staff/Students | Nurse/Broschius/Faculty                | virtual/in school | TBD  | 1st faculty meeting/first week of school | 20 minutes    |
| 3 | Blood Borne Pathogens                | Staff          | Nurse/Broschius                        | virtual           | Slides                                       | online                                   | 45 minutes    |
| 4 | Mental Health during COVID           | Staff          | Mental health and well being committee | virtual           | TBD  | 1st faculty meeting                      | 60-90 minutes |
| 5 | Distance Learning Tech Training      | Staff          | IT Administrator                       | live demo         | New tech equipment                           | prior to start of school                 | 90 minutes    |
| 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                | OptionC, Webinar/Zoom  | August 1   | within two weeks |
| 2 | Health and Safety Protocols                                | All stakeholders | Admin/nurse                      | OptionC, Webinar/Zoom  | August 1   | within two weeks |
| 3 | Arrival and Dismissal Procedures/Student Health Screenings | All stakeholders | Admin                            | OptionC, Webinar/Zoom  | August 1   | within two weeks |
| 4 | Delivery of Academic Programs                              | All stakeholders | Admin                            | OptionC, Webinar/Zoom  | August 1   | within two weeks |
| 5 | Lunch/Recess, Extracurricular Activities and Extended Care | All stakeholders | Admin/Extracurricular Moderators | OptionC, Webinar/Zoom  | August 1   | within two weeks |
| 6 | Visitor Policies   | All stakeholders | Admin                            | OptionC, Webinar/Zoom  | August 1   | within two weeks |

### 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)

The procedures of cleaning, sanitation, and disinfecting of student desk surfaces will take place on a reasonable schedule. High touch points like door knobs and light switches in classrooms will be disinfected several times throughout the day. Bathrooms will be cleaned twice a day. In addition to our traditional cleaning supplies, a Portable UV-C Light Sterilizer handheld device that emits a specialized UV-C light that kills 99.99% of bacteria, mold, viruses and germs will be used to sanitize bathrooms, desktops and electronic devices throughout the day. All areas including classrooms and bathrooms will be cleaned with an atomizer backpack sprayer each day after school. Drinking fountains will be disabled, Transportation comes under the jurisdiction of sending public school districts.

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

The students will be spaced 6 feet apart where possible so as to get the maximum number of students acceptable per space. For some classes whose numbers exceed the aforementioned, these will be split and classrooms assigned in close proximity. The teacher will utilize a combination of face-to-face instruction and Zoom on-site instruction alternating those services (distance learning within the building). Other large classes will move to a larger area to accommodate safe distancing. UltraBoard Micro Barriers will be used on every student desk.

## Strategies, Policies & Procedures

|  |   |
|--|---|
| Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms  | The lunch room will not be used. Students can opt to bring their lunch or receive a contactless lunch delivered to the classroom.   |
| 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. Hand Sanitizer will be used whenever students enter or exit a room. Hand washing will take place during the day.   |
| Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs   | 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. Posting signs in highly visible locations (entrances, hallways, stairways, cafeteria, classrooms, bathrooms). Daily reminders in class and over the PA |
| Handling sporting activities through formal "Return to Play Plan".   | Gym and recess will continue but classes will be playing in certain areas only and not allowed to mix with other classes. Gym classes will be held outside when feasible. The focus should be on physical fitness rather than group sport activities when possible.   |
| Limiting the sharing of materials among students   | Students will have their own material and supplies. Students will not be allowed to share supplies  |
| Staggering the use of communal spaces and hallways   | Movement in the hallways will be limited as staff will primarily be the ones switching rooms. The bathrooms will be occupied by a limited number of students at a time and a tag system will be used to monitor.  |
| Adjusting transportation schedules and practices to create social distance between students  | Transportation comes under the jurisdiction of sending public school districts.   |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students  | The students will be spaced 6 feet apart where possible so as to get the maximum number of students acceptable per space. For some classes whose numbers exceed the aforementioned, these will be split and classrooms assigned in close proximity.   |
| 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 offered. Students will be spaced socially distanced in aftercare.   |
| Other social distancing and safety practices   | Decals will be used throughout the school indicating 6 feet social distancing.  |

Monitoring Student and Staff Health

## Strategies, Policies & Procedures



## Strategies, Policies & Procedures

|   |  |
|---|--|
| Monitoring students and staff for symptoms and history of exposure  | Staff will be checked every morning upon entry into school following the Diocesan protocols (temp. check, wellness questionnaire (sign offs filed for one month), and hand sanitizer). All visitors will follow the same protocols. Temperature checks and hand sanitizer mandatory upon arrival for all students. Masks and sanitizer available at entry if needed.   |
| Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | CDC guidelines will be followed for staff, students or other members of the school community who become ill or exposed to an individual confirmed positive to COVID-19. If presented during school day the individual will be brought to an isolation area. Each student will require an emergency contact who can pick up within a 30 minute time frame or a time that is reasonable. Mandatory 14 day self quarantine, until testing results determine appropriate action. |
| Returning isolated or quarantined staff, students, or visitors to school  | To safely return to work staff or students confirmed to have COVID-19 need to (1) not demonstrate a fever for at least 72 hours without the use of fever-reducing medicines; (2) demonstrate noted improvement in respiratory symptoms (e.g., cough, shortness of breath); and (3) at least ten (10) days have passed since symptoms first appeared.   |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | We will follow recommendations of the Diocese of Allentown, 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                         | We believe in-person teaching is the ideal mode of instruction for the start of a school year. However, we do recognize students who have underlying health concerns, family members in high-risk groups or families who are uncomfortable physically attending school may choose the option of continuing distance learning. It is important to us to provide a way to keep each student connected and part of our faith-filled school community. We will accomplish this through a Virtual Learning Program.   |
| Use of face coverings (masks or face shields) by all staff                              | Face coverings are required for everyone when entering/exiting the school building and when in common areas. Staff may remove face covering only when stationary in the classroom when teaching. If the teacher is moving within the classroom, face covering must be worn. Face coverings include mask and/or face shields.   |
| Use of face coverings (masks or face shields) by older students (as appropriate)        | Face coverings are required for everyone when entering/exiting the school building and when in common areas. Students may remove face coverings when seated at a safe social distance at their desk with their UltraBoard Micro Barrier. The school will purchase each student a neck-gaiter style mask. Wearers of neck gaiter style masks can quickly and easily slide the gaiter down around their neck and back up to their face as needed without the risk of it falling on the ground. Clear plastic face shields are permitted if covering from forehead to chin. Disposable masks (provided by the school) may also be worn if a student forgets their mask. |
| Unique safety protocols for students with complex needs or other vulnerable individuals | Students at higher risk will be given preferential seating in the classroom. An online instruction option is a possibility. Additionally, students and staff at higher risk for severe illness will be offered additional PPE.   |

Strategies, Policies & Procedures

Strategic deployment of staff      The school will utilize the IU NPSS for psych support as well as utilize any therapeutic services offered by Catholic Charities. A faith and well being committee has been established to focus on the social, emotional and spiritual health and well being of the school community.

**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

Our Lady of Perpetual Help School

Date

Jul 24, 2020

This plan has been reviewed and approved by the undersigned.

Name

*Philip J. Frommuth, Ph.D.*

Date

*7/24/20*