



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: **People for People 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 (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): Monday, November 23, 2020 (anticipated launch date of hybrid learning)

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)
Corey Dwyer	Administration (Principal)	Health and Safety Plan Development and Response Team – Pandemic Coordinator
Pri Seebadri	Administration (CEO)	Health and Safety Plan Development and Response Team
Ani Maitin, NP	School-Based Health Center (Nurse Practitioner)	Health and Safety Plan Development and Response Team
Lasonia Queen, LPN	School-Based Health Center (Licensed Practical Nurse)	Health and Safety Plan Development and Response Team

Sonya Lopez	Student Support Services	Health and Safety Plan Development and Response Team
Michelle Tatom	Student Support Services	Health and Safety Plan Development and Response Team
Anthony Fratanduono	Administration	Health and Safety Plan Development and Response Team
Evan Gamble	Administration	Health and Safety Plan Development and Response Team
Carol Nathaniel	Administration (Business Manager)	Health and Safety Plan Development and Response Team
Shamira O’Neal	Administration	Health and Safety Plan Development and Response Team
Robin Tsigos	Administration (Direct of Special Education)	Health and Safety Plan Development and Response Team
Lawrence Williams	Board of Trustees	Health and Safety Plan Development

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:

Prior to the resumption of in-person instruction, the School will contract with a maintenance company that will perform daily cleaning and disinfecting during the school day, along with a thorough cleaning of the building each night. Increased disinfection of high-touch surfaces throughout the building will occur throughout the day. These surfaces include desks, doors/knobs, light switches, handrails, water fountains, bathroom fixtures, tables, chairs, etc. The maintenance company will provide a sanitization, disinfection, and cleaning of the school building each night, after students have dismissed.

One staff member will be assigned to complete a walkthrough each night, after students have dismissed. This staff member will focus his/her attention on ensuring the following supplies are fully stocked for the next school day:

- Hand soap in each dispenser, in each bathroom (staff and student)
- Toilet tissue in each stall, in each bathroom (staff and student)
- Paper towels (if applicable) in any bathroom that does not have a hand dryer
- Hand sanitizer at each station or in each machine
- Disinfecting wipes or sprays in each classroom and throughout the Main Office (e.g., at the copy machines)
- Water and cups at each water cooler station

In addition, the School's Business Manager will complete a daily inventory of maintenance supplies and will ensure immediate ordering of supplies as needed through approved vendors. Cameras will be installed in each supply closet as an additional 'check' on supply status and security.

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>PPE use will be required for staff and students. All staff and students will be required to wear face coverings while in the school building. The type of face covering (mask or shield) will depend upon the age of the child.</p> <p>Conduct rigorous sanitizing and cleaning throughout the school day (focusing on high-touch surfaces and areas such as bathrooms) and each night.</p> <p>Use of electrostatic sprayer and disinfectant.</p> <p>Place air purifiers in all classrooms and common areas.</p> <p>Install hand sanitizer stations in each classroom and in all common areas.</p> <p>Provide disinfecting wipes to each classroom for use before and after meals served in classrooms.</p> <p>Limit the use of hallway water fountains in favor of classroom water coolers.</p> <p>PFPCS will follow the CDC's Reopening Guidance for Cleaning and Disinfecting Schools.</p>	<p>PPE use will be required for staff and students. All staff and students will be required to wear face coverings while in the school building. The type of face covering (mask or shield) will depend upon the age of the child.</p> <p>Conduct rigorous sanitizing and cleaning throughout the school day (focusing on high-touch surfaces and areas such as bathrooms) and each night.</p> <p>Use of electrostatic sprayer and disinfectant.</p> <p>Place air purifiers in all classrooms and common areas.</p> <p>Install hand sanitizer stations in each classroom and in all common areas.</p> <p>Provide disinfecting wipes to each classroom for use before and after meals served in classrooms.</p> <p>Limit the use of hallway water fountains in favor of classroom water coolers.</p> <p>PFPCS will follow the CDC's Reopening Guidance for Cleaning and Disinfecting Schools.</p>	<p>Corey Dwyer, Principal</p>	<p>The School will purchase hand sanitizer and dispensers, face coverings for students and staff,</p> <p>The Maintenance Company will purchase all necessary cleaning supplies, which will be CDC- and EPA-approved for use in schools.</p>	<p>Yes – for maintenance and school staff.</p>

<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>In preparation for the building’s reopening, the School will take the following steps:</p> <ul style="list-style-type: none"> • Install a “walk-up” window along the front wall to the Security Office to facilitate no-contact interactions between visitors and the Security Team. (Completed) • Develop a separate entrance to the Early Childhood Development Center (ECDC), utilizing the entrance doors on Broad Street, in order to ensure that only Charter School staff and students enter through Brown or Carlisle Streets. (Completed) • Upgrade the school’s camera system to include state-of-art surveillance technology throughout the building, including in all stairwells, hallways, common areas, and maintenance supply closets. (Completed) • Renovate the Security Office to present a more professional look and to accommodate the surveillance needs related to the upgraded school camera system. (Completed) 	<p>In preparation for the building’s reopening, the School will take the following steps:</p> <ul style="list-style-type: none"> • Install a “walk-up” window along the front wall to the Security Office to facilitate no-contact interactions between visitors and the Security Team. (Completed) • Develop a separate entrance to the Early Childhood Development Center (ECDC), utilizing the entrance doors on Broad Street, in order to ensure that only Charter School staff and students enter through Brown or Carlisle Streets. (Completed) • Upgrade the school’s camera system to include state-of-art surveillance technology throughout the building, including in all stairwells, hallways, common areas, and maintenance supply closets. (Completed) • Renovate the Security Office to present a more professional look and to accommodate the surveillance needs related to the upgraded school camera system. (Completed) 	<p>Corey Dwyer, Principal</p>	<p>Construction materials and other supplies necessary for each individual task (e.g. cameras, etc.).</p>	<p>No</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)
	<ul style="list-style-type: none"> • Create an external waiting area for the School Based Health Center, for safe triage and screening of all injury and illness. (Completed) • Purchase air purifiers for the Health Center, all hallways and common areas and, if possible, all classrooms in order to improve ventilation and air circulation. (Completed) • Purchase and install sneeze guards for all student desks and key areas, such as the front desk. • Install hand sanitizing stations and/or machines in all hallways and common areas and in each individual classroom. • Configure the furniture in each classroom to accommodate six feet of distance between each individual student, and ensure that all furniture faces in the same direction (i.e., so that students do not face one another). 	<ul style="list-style-type: none"> • Create an external waiting area for the School Based Health Center, for safe triage and screening of all injury and illness. (Completed) • Purchase air purifiers for the Health Center, all hallways and common areas and, if possible, all classrooms in order to improve ventilation and air circulation. (Completed) • Purchase and install sneeze guards for all student desks and key areas, such as the front desk. • Install hand sanitizing stations and/or machines in all hallways and common areas and in each individual classroom. • Configure the furniture in each classroom to accommodate six feet of distance between each individual student, and ensure that all furniture faces in the same direction (i.e., so that students do not face one another). 			

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:

PFPCS will begin the year on a full-virtual schedule. Once the decision is made to transition to in-person learning, the School will begin with a hybrid model. The hybrid model will include both in-person and virtual learning for students in order to lessen the number of students in the building at one time. Under a hybrid model, students would be divided into one of two groups, with one group attending in-person on Mondays and Wednesdays, and the other group attending in-person on Tuesdays and Thursdays. Students would continue learning virtually on the days they are not scheduled for in-person instruction.

The hybrid model would allow for social distancing in each of PFPCS' classrooms. Classroom furniture will be spaced out in order to ensure that students can keep six feet of social distance when seated in their classrooms. Building signage and floor decals will promote the importance of keeping six feet of social distance (and will emphasize the importance of following other health and safety measures, such as wearing face masks and properly washing hands).

Students will remain in their classrooms throughout the day, with the exception of gym and recess time, when students will remain with their cohort but in a different space (including outdoors). Students will eat all meals in the classroom.

Each classroom will be equipped with a dispenser for hand sanitizer. Students will be expected to use hand sanitizer when they are unable to immediately wash their hands (e.g., after blowing their nose into a tissue and disposing of the tissue).

Visitors will not be permitted in the building, unless those visitors serve an essential purpose (e.g., behavioral health workers assigned to specific students).

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>* 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>No classroom will exceed 15 students, and all furniture will be spaced six feet apart. Excess furniture will be removed from each space. All desks will face the same direction.</p> <p>Sneeze guards will be installed at all student desks and in key areas of the building (e.g., at the Front Desk).</p>	<p>No classroom will exceed 15 students, and all furniture will be spaced six feet apart. Excess furniture will be removed from each space. All desks will face the same direction.</p> <p>Sneeze guards will be installed at all student desks and in key areas of the building (e.g., at the Front Desk).</p>	<p>Corey Dwyer, Principal</p>	<p>New individual desks for younger students (K-2) to replace the tables in most K-2 classrooms</p> <p>Signage: social distance signs, floor decals, 6-foot floor markers</p>	<p>No</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Meals will be served in the classrooms, with the cafeteria space reserved as additional learning space through which students will be spaced six feet apart.</p>	<p>Meals will be served in the classrooms, with the cafeteria space reserved as additional learning space through which students will be spaced six feet apart.</p>	<p>Corey Dwyer, Principal</p>	<p>N/A</p>	<p>No</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 sanitizing stations will be installed in all classrooms.</p> <p>Signage will be posted throughout the building, including in restrooms, instructing students on effective hand-washing practices.</p> <p>Students will be required to wash their hands immediately after transitioning from gym and/or recess.</p>	<p>Hand sanitizing stations will be installed in all classrooms.</p> <p>Signage will be posted throughout the building, including in restrooms, instructing students on effective hand-washing practices.</p> <p>Students will be required to wash their hands immediately after transitioning from gym and/or recess.</p>	<p>Corey Dwyer, Principal</p>	<p>Hand sanitizer and dispensers</p> <p>Signage</p> <p>Soap, hand dryers/paper towels in the bathrooms</p>	<p>Yes – training for staff and students on hygiene practices</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>The School will print the following CDC-issued posters and post them throughout the building, including at entrance points, in hallways, and in all bathrooms:</p> <ul style="list-style-type: none"> • Stop the Spread • Wash Your Hands • Germs Are All Around You • Handwashing Is Your Superpower • Cover Coughs and Sneezes <p>The School will also create student-friendly displays in the lobby, health center, stairwells, and hallways to encourage healthy habits and hygiene practices.</p>	<p>The School will print the following CDC-issued posters and post them throughout the building, including at entrance points, in hallways, and in all bathrooms:</p> <ul style="list-style-type: none"> • Stop the Spread • Wash Your Hands • Germs Are All Around You • Handwashing Is Your Superpower • Cover Coughs and Sneezes <p>The School will also create student-friendly displays in the lobby, health center, stairwells, and hallways to encourage healthy habits and hygiene practices.</p>	<p>Corey Dwyer, Principal</p>	<p>Signage</p>	<p>No</p>

<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Every adult who enters the building will be required to wear a face covering that fully covers his/her nose and mouth.</p> <p>Only those adults employed by or contracted with the People for People Charter School will be permitted past the first floor Security Office. Exceptions will be made only for those with a regulatory or oversight role (e.g., city health inspectors, personnel from the School District of Philadelphia), maintenance/repair personnel, or behavioral health personnel assigned to work with individual students. Behavioral health agencies will need to clear visitors with the Director of Social Emotional Learning, and behavioral health workers (e.g., TSS, BSC) will receive information on the school policies prior to entering the building as part of the onboarding process.</p> <p>Parents or guardians will not be permitted past the Security Office. To the maximum extent possible, meetings with school staff members will take place over the phone or via Zoom. If an in-person meeting is necessary, the school staff member will meet with the parent at a social distance in the first-floor lobby area.</p> <p>In-person visits by current partner organizations will be suspended.</p>	<p>Every adult who enters the building will be required to wear a face covering that fully covers his/her nose and mouth.</p> <p>Only those adults employed by or contracted with the People for People Charter School will be permitted past the first floor Security Office. Exceptions will be made only for those with a regulatory or oversight role (e.g., city health inspectors, personnel from the School District of Philadelphia), maintenance/repair personnel, or behavioral health personnel assigned to work with individual students. Behavioral health agencies will need to clear visitors with the Director of Social Emotional Learning, and behavioral health workers (e.g., TSS, BSC) will receive information on the school policies prior to entering the building as part of the onboarding process.</p> <p>Parents or guardians will not be permitted past the Security Office. To the maximum extent possible, meetings with school staff members will take place over the phone or via Zoom. If an in-person meeting is necessary, the school staff member will meet with the parent at a social distance in the first-floor lobby area.</p> <p>In-person visits by current partner organizations will be suspended.</p>	<p>Corey Dwyer, Principal</p>	<p>N/A</p>	<p>No</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)
	Where possible, partnerships may take place virtually (e.g., virtual meetings between Bigs and Littles through Big Brothers Big Sisters, virtual music lessons through Tune Up Philly).	Where possible, partnerships may take place virtually (e.g., virtual meetings between Bigs and Littles through Big Brothers Big Sisters, virtual music lessons through Tune Up Philly).			
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Weather-permitting, students' gym classes will take place outdoors. One class will be scheduled for gym at a time, in order to allow for social distancing. The gym teacher(s) will be responsible for transitioning students to and from the parking lot, and for ensuring that social distance is maintained throughout. If weather does not permit outdoor gym, the gym teacher(s) will teach gym inside of each individual homeroom at its scheduled gym time, or in larger space such as the cafeteria.</p> <p>Students will be provided with their own equipment and will not share gym equipment with one another. Gym teachers will disinfect all equipment after each period.</p> <p>Individual classes will be scheduled for outdoor recess (weather-permitting) such that there is no mixing of classes during recess.</p>	<p>Weather-permitting, students' gym classes will take place outdoors. One class will be scheduled for gym at a time, in order to allow for social distancing. The gym teacher(s) will be responsible for transitioning students to and from the parking lot, and for ensuring that social distance is maintained throughout. If weather does not permit outdoor gym, the gym teacher(s) will teach gym inside of each individual homeroom at its scheduled gym time, or in larger space such as the cafeteria.</p> <p>Students will be provided with their own equipment and will not share gym equipment with one another. Gym teachers will disinfect all equipment after each period.</p> <p>Individual classes will be scheduled for outdoor recess (weather-permitting) such that there is no mixing of classes during recess.</p>	Corey Dwyer, Principal	N/A	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	<p>PFPCS will purchase the necessary school supplies for each student, including binders, notebooks, pens/pencils, and folders, in order to discourage sharing of materials.</p> <p>Classrooms will have a robust supply of items such as pens/pencils in order to ensure that students do not need to share these materials.</p>	<p>PFPCS will purchase the necessary school supplies for each student, including binders, notebooks, pens/pencils, and folders, in order to discourage sharing of materials.</p> <p>Classrooms will have a robust supply of items such as pens/pencils in order to ensure that students do not need to share these materials.</p>	Corey Dwyer, Principal	Student school supplies will be purchased.	No
Staggering the use of communal spaces and hallways	<p>Communal spaces will be used only by individual classes at any given time (e.g., for gym or indoor recess).</p> <p>Students will remain in their classrooms throughout the day and, therefore, will not use the hallways for whole-group transitions.</p> <p>Student entrance and dismissal times will be staggered in order to minimize the number of students in a hallway at one time.</p>	<p>Communal spaces will be used only by individual classes at any given time (e.g., for gym or indoor recess).</p> <p>Students will remain in their classrooms throughout the day and, therefore, will not use the hallways for whole-group transitions.</p> <p>Student entrance and dismissal times will be staggered in order to minimize the number of students in a hallway at one time.</p>	Corey Dwyer, Principal	Entrance and Dismissal Schedules	No

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)
Adjusting transportation schedules and practices to create social distance between students	The School District of Philadelphia is responsible for the busing of students. PFPCS will ensure that students who arrive and/or dismiss by parent drop-off/pick up or via SEPTA are scheduled to arrive/dismiss at a time that does not conflict with the busing schedule.	The School District of Philadelphia is responsible for the busing of students. PFPCS will ensure that students who arrive and/or dismiss by parent drop-off/pick up or via SEPTA are scheduled to arrive/dismiss at a time that does not conflict with the busing schedule.	Corey Dwyer, Principal	Staggered entrance and dismissal schedules	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Under the hybrid model, no more than 50% of students would be present in the building at one time. This will allow PFPCS to cap in-person class sizes at 12-15 students. All classroom furniture will be spaced at least six feet apart, with sneeze guards around all student desks. Students will remain in their classrooms throughout the day.	Under the hybrid model, no more than 50% of students would be present in the building at one time. This will allow PFPCS to cap in-person class sizes at 12-15 students. All classroom furniture will be spaced at least six feet apart, with sneeze guards around all student desks. Students will remain in their classrooms throughout the day.	Corey Dwyer, Principal	Classroom Environment Checklists	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	PFPCS will remain in contact with all of its partners, including the School District of Philadelphia's transportation office, and will provide timely updates as required regarding the school calendar and/or schedule.	PFPCS will remain in contact with all of its partners, including the School District of Philadelphia's transportation office, and will provide timely updates as required regarding the school calendar and/or schedule.	Corey Dwyer, Principal	Partner (including beforecare and aftercare) schedules and pick-up/contact information	No

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)
Other social distancing and safety practices					

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work. If they answer yes to any of the screening questions, they must refrain from going to the PFPCS building.

All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves taking temperatures daily (for which the school will provide thermometers to families) and monitoring for the systems identified below. If any of the following are true, the parent/guardian must keep the student at home and contact the SBHC for further instructions.

- Fever of 100.4 degrees Fahrenheit or greater, new onset of cough, or shortness of breath unrelated to pre-existing condition;
- Two of the following symptoms: sore throat, chills, headache, muscle pain, loss of taste or smell;
- Close contact with a person diagnosed with COVID-19.

If a student presents with COVID symptoms during the school day, the teacher should immediately text his/her admin group. A staff member will then promptly escort the student to the SBHC after contacting the SBHC to ensure that proper precautions are in place prior to the student's arrival to the SBHC. A SBHC nurse will perform COVID screening. If a student is at all symptomatic, he/she will be escorted to the isolation space, where he/she/they will wait until his/her/their parent comes for pick-up.

When a student tests positive for COVID-19, the parent/guardian must notify the SBHC. The student will remain home until all of the following are true:

- At least 10 days since the onset of symptoms AND
 - Until fever-free when off anti-fever medications for three days AND
 - Symptoms are improving.
- EPH will notify the Philadelphia Department of Public Health and provide the following information: student's name, contact information, healthcare provider if known, when the individual became symptomatic, and when the individual was last at the facility.
- The School and EPH will collaborate with PDPH to identify all students, teachers, and other contacts who spent more than 15 minutes within six feet of the infected student during the 48 hours before the onset of symptoms. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact his/her/their healthcare provider to request testing.
- Should a positive COVID-19 case occur at PFPCS, consistent with both notification requirements for other communicable diseases and legal confidentiality, PFPCS will follow PDPH regulations for exposure to a communicable disease. All PFPCS students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by school administration, in consultation with the SBHC, by phone, with written follow-up correspondence that includes:
 - If known, date of potential exposure
 - Information on self-monitoring for symptoms and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
 - Local testing site information to schedule an appointment for testing

- *For students:* Contact information for the school nurse; return to school protocols when applicable
- The SBHC nurse practitioner will provide follow-up with all students who have tested positive or been sent home to self-quarantine via telehealth. Any smart phone or computer with a camera can be used to connect to the school nurse practitioner for the visit. As always, visit summaries will be transmitted electronically to the student's primary care provider as appropriate for care coordination.

Following a positive COVID test, a student will remain home until all of the following are true:

- At least 10 days since the onset of symptoms has passed AND
- At least three days free of fever without the use of fever-reducing medication AND
- Improvement in respiratory symptoms (e.g., cough, shortness of breath)

When symptomatic, tested, and determined to be COVID-19 negative, the student 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 child may return to school

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

- At least 10 days since the onset of symptoms has passed AND
- At least three days free of fever without the use of fever-reducing medication AND
- Symptoms are improving AND
- A clinician has evaluated the child and documented an alternative diagnosis and that the child may return to school

School-based Health Center (SBHC) staff will be tested every Monday during the COVID pandemic to proactively maintain their status as COVID-free in order to best protect the health and safety of the school.

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>Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work.</p> <p>All students will be provided with an oral thermometer for self-screening use and monitoring of symptoms at home.</p> <p>School community will be continuously educated on signs and symptoms of COVID-19.</p> <p>Students and staff with symptoms will not report to school and will follow up with their healthcare providers.</p> <p>PFPCS has the capacity to temperature screen at the school via recently purchased temperature screeners.</p>	<p>Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work.</p> <p>All students will be provided with an oral thermometer for self-screening use and monitoring of symptoms at home.</p> <p>School community will be continuously educated on signs and symptoms of COVID-19.</p> <p>Students and staff with symptoms will not report to school and will follow up with their healthcare providers.</p> <p>PFPCS has the capacity to temperature screen at the school via recently purchased temperature screeners.</p>	<p>Corey Dwyer, Principal & Ani Maitin, NP, Nurse Practitioner</p>	<p>Self-screening questionnaire</p> <p>Oral thermometers for distribution to students</p>	<p>Training on self-screening process for staff and families</p>

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Symptomatic individuals will wait in the Isolation Room on the first floor, immediately outside of the School Based Health Center.</p> <p>Following a positive COVID test, individual will remain home until all of the following are true:</p> <ul style="list-style-type: none"> • At least 10 days since the onset of symptoms has passed AND • At least three days free of ever without the use of fever-reducing medication AND • Improvement in respiratory symptoms (e.g., cough, shortness of breath) <p>When symptomatic, tested, and determined to be COVID-19 negative, individual will remain home until:</p> <ul style="list-style-type: none"> • (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 individual and documented an alternative diagnosis and that the individual may return to school 	<p>Symptomatic individuals will wait in the Isolation Room on the first floor, immediately outside of the School Based Health Center.</p> <p>Following a positive COVID test, individual will remain home until all of the following are true:</p> <ul style="list-style-type: none"> • At least 10 days since the onset of symptoms has passed AND • At least three days free of ever without the use of fever-reducing medication AND • Improvement in respiratory symptoms (e.g., cough, shortness of breath) <p>When symptomatic, tested, and determined to be COVID-19 negative, individual will remain home until:</p> <ul style="list-style-type: none"> • (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 individual and documented an alternative diagnosis and that the individual may return to school 	<p>Corey Dwyer, Principal & Ani Maitin, NP, Nurse Practitioner</p>	<p>Isolation Room</p>	<p>No</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>When symptomatic, but COVID-19 testing was not completed, the individual will remain home until all of the following are true:</p> <ul style="list-style-type: none"> • At least 10 days since the onset of symptoms has passed AND • At least three days free of ever without the use of fever-reducing medication AND • Symptoms are improving AND • A clinician has evaluated the individual and documented an alternative diagnosis and that the individual may return to school 	<p>When symptomatic, but COVID-19 testing was not completed, the individual will remain home until all of the following are true:</p> <ul style="list-style-type: none"> • At least 10 days since the onset of symptoms has passed AND • At least three days free of ever without the use of fever-reducing medication AND • Symptoms are improving AND • A clinician has evaluated the individual and documented an alternative diagnosis and that the individual may return to school 			
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>See above.</p>	<p>See above.</p>	<p>Corey Dwyer, Principal & Ani Maitin, NP, Nurse Practitioner</p>	<p>N/A</p>	<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Should a positive COVID-19 case occur at PFPCS, consistent with both notification requirements for other communicable diseases and legal confidentiality, PFPCS will follow PDPH regulations for exposure to a communicable disease. All PFPCS students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by school administration, in consultation with the SBHC, by phone, with written follow-up correspondence that includes:</p> <ul style="list-style-type: none"> • If known, date of potential exposure <ul style="list-style-type: none"> ○ Information on self-monitoring for symptoms and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing) ○ Local testing site information to schedule an appointment for testing 	<p>Should a positive COVID-19 case occur at PFPCS, consistent with both notification requirements for other communicable diseases and legal confidentiality, PFPCS will follow PDPH regulations for exposure to a communicable disease. All PFPCS students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by school administration, in consultation with the SBHC, by phone, with written follow-up correspondence that includes:</p> <ul style="list-style-type: none"> • If known, date of potential exposure <ul style="list-style-type: none"> ○ Information on self-monitoring for symptoms and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing) • Local testing site information to schedule an appointment for testing 	<p>Corey Dwyer, Principal</p>	<p>Communication platforms, including Class Dojo, the SIS notification app, and the school website.</p>	<p>No</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)
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:

Since respiratory droplets are the primary way that COVID-19 is transmitted, requiring face coverings for staff and students is among the most critical components of mitigation. Students will be required to wear face masks throughout the day, with mask breaks as required (e.g., during meals, when students are more than six feet apart from other individuals) and for no more than 15 minutes at a time.

PFPCS employees received detailed guidance on the school's health and safety protocols. Supervisors will be provided with additional guidance on how to support their teams. PFPCS is planning for multiple staffing options which depend, in part, on student enrollment into hybrid or full virtual learning and employees' ability to report to work. The School has a partnership with an agency that provides substitute services and will remain engaged with that agency in order to ensure adequate staffing levels on all days that students are present in the building.

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	<p>Staff: Employees returning to work should consult with their doctor if they feel that they are part of a high-risk population. Some employees may be granted an accommodation to work from home, if it is considered reasonable. Others for whom a remote work accommodation is not reasonable have various leave options available to them.</p> <p>Students: Students with chronic illnesses that may place them at higher risk of complications if infected with COVID-19, as outlined by the CDC, will be able to consider a full-virtual learning plan.</p>	<p>Staff: Employees returning to work should consult with their doctor if they feel that they are part of a high-risk population. Some employees may be granted an accommodation to work from home, if it is considered reasonable. Others for whom a remote work accommodation is not reasonable have various leave options available to them.</p> <p>Students: Students with chronic illnesses that may place them at higher risk of complications if infected with COVID-19, as outlined by the CDC, will be able to consider a full-virtual learning plan.</p>	Corey Dwyer, Principal and Carol Nathaniel, Business Manager	<p>Employee Handbook</p> <p>Accommodation Paperwork</p>	No
* Use of face coverings (masks or face shields) by all staff	All students (and staff) will be required to wear a face covering (mask or face shield) that fully covers their mouth and nose at all times, while in the school building.	All students (and staff) will be required to wear a face covering (mask or face shield) that fully covers their mouth and nose at all times, while in the school building.	Corey Dwyer, Principal	Masks and face shields	Yes
* Use of face coverings (masks or face shields) by older students (as appropriate)	All students (and staff) will be required to wear a face covering (mask or face shield) that fully covers their mouth and nose at all times, while in the school building.	All students (and staff) will be required to wear a face covering (mask or face shield) that fully covers their mouth and nose at all times, while in the school building.	Corey Dwyer, Principal	Masks and face shields	Yes

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Any student who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Prior to entering the school building, any student who is unable to wear a face covering on account of a health-related or other concern should contact the SBHC for further instructions.</p> <p>An individualized approach for COVID-19 may be needed for individuals with physical and intellectual disabilities who have limited mobility and difficulty accessing information, require close contact with direct service providers, have trouble understanding information, have difficulties with changes in routines, or have other concerns related to their disability. This approach should account for the following:</p> <ul style="list-style-type: none"> • Social distancing and isolating may be difficult for people with disabilities. 	<p>Any student who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Prior to entering the school building, any student who is unable to wear a face covering on account of a health-related or other concern should contact the SBHC for further instructions.</p> <p>An individualized approach for COVID-19 may be needed for individuals with physical and intellectual disabilities who have limited mobility and difficulty accessing information, require close contact with direct service providers, have trouble understanding information, have difficulties with changes in routines, or have other concerns related to their disability. This approach should account for the following:</p> <ul style="list-style-type: none"> • Social distancing and isolating may be difficult for people with disabilities. 	<p>Ani Maitin, NP, Nurse Practitioner and Robin Tsigos, Director of Special Education</p>	<p>N/A</p>	<p>Yes</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)
	<ul style="list-style-type: none"> Wearing a face covering may be difficult for people with sensory, cognitive, or behavioral issues. If a student is unable to wear a mask as a result of his/her/their disability, or a health or medical condition, the family and IEP team will reevaluate the type and method of face covering for the student. <p>IEP case managers will reach out to families to determine whether their students are willing/able to return to school for in-person instruction and will work with families to determine whether alternate schedules or digital learning should be provided to support their student's needs.</p>	<ul style="list-style-type: none"> Wearing a face covering may be difficult for people with sensory, cognitive, or behavioral issues. If a student is unable to wear a mask as a result of his/her/their disability, or a health or medical condition, the family and IEP team will reevaluate the type and method of face covering for the student. <p>IEP case managers will reach out to families to determine whether their students are willing/able to return to school for in-person instruction and will work with families to determine whether alternate schedules or digital learning should be provided to support their student's needs.</p>			
Strategic deployment of staff	During the Yellow Phase, the majority of staff worked from home. PFPCS had adequate staff coverage during the Yellow Phase.	All of PFPCS' teaching and support positions will be filled by the first day of school. We have several staff members whose roles are flexible enough to allow for emergency staff coverage.	Corey Dwyer, Principal	N/A	No

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
Virtual Orientations	Families	Corey Dwyer, Principal	Virtual	Training presentation and handouts	8/17/20	8/28/20
COVID-19 Online Training	All Staff	Corey Dwyer, Principal	Virtual – Online course offered by Johns Hopkins University	Access to the training website	8/17/20	8/28/20
COVID-19 Employee Health and Safety Training	All Staff	Corey Dwyer, Principal	Virtual	Training presentation and handouts	8/17/20	8/28/20
School Based Health Center Overview and Response	All Staff	Ani Maitin, NP, Nurse Practitioner	Virtual	Training presentation and handouts	8/17/20	8/28/20
Enhanced Cleaning Protocols	Food Service Staff (Whitsons)	Said Ali, General Manager	Virtual	Training presentation and handouts	8/17/20	8/28/20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and other areas used by staff and/or students	Maintenance and Operations Staff	Sidney Flores, Manager of Facilities Operations	Virtual	Training presentation and handouts	8/17/20	8/28/20
Safety Protocols for Students with Complex Needs	All Staff	Corey Dwyer, Principal	Virtual	Training presentation and handouts	8/17/20	8/28/20
Signs of Mental Health Stress in Students and Protocols for Responding	All Teachers	Sonya Lopez, MSW, Director of Social Emotional Learning	Virtual	Training presentation and handouts	8/17/20	8/28/20
Identifying and Responding to Gaps in Learning	All Teachers	Corey Dwyer, Principal	Virtual	Training presentation and handouts	8/17/20	8/28/20
Supporting Students with Disabilities in the Virtual Learning Space	All Teachers	Robin Tsigos, Director of Special Education	Virtual	Training presentation and handouts	8/17/20	8/28/20
Effective Practices for Virtual Teaching	All Teachers	Corey Dwyer, Principal	Virtual	Training presentation and handouts	8/17/20	8/28/20

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
Feedback from Stakeholders Regarding the Virtual Learning Experience in Spring 2020	Staff, Families	Corey Dwyer, Principal	Staff: Email; Families: Class Dojo Post, SIS message blast, website post – all with link to survey	6/1/20	6/12/20
Feedback from Stakeholders Regarding 2020-21 Reopening	Staff, Families	Corey Dwyer, Principal	Staff: Email; Families: Class Dojo Post, SIS message blast, website post – all with link to survey	6/1/20	6/12/20
Introduce the Back to School Plan to Key Stakeholders	Staff, Families	Corey Dwyer, Principal	Staff: Email, virtual Q&A sessions; Families: Class Dojo Post, SIS message blast, website post	7/20/20	7/31/20
Provide Stakeholders with Detailed Health and Safety Information	Staff, Families	Corey Dwyer, Principal	Staff: Email, virtual Q&A sessions; Families: Class Dojo Post, SIS message blast, website post	8/3/20	8/7/20
Orientations to Review the Back to School Plan	Families	Corey Dwyer, Principal	Class Dojo Post, SIS message blast, website post – all with the virtual meeting information	8/17/20	8/28/20
School Supply Distribution Plan	Families	Corey Dwyer, Principal	Class Dojo Post, SIS message blast, website post	8/17/20	8/28/20

Health and Safety Plan Summary: **People for People Charter School**

Anticipated Launch Date: All-Virtual Start: 8/31/20; Anticipated Start of In-Person Instruction: 11/23/20

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>PPE use will be required for staff and students. All staff and students will be required to wear face coverings while in the school building.</p> <p>Conduct rigorous sanitizing and cleaning throughout the school day (focusing on high-touch surfaces and areas such as bathrooms) and each night.</p> <p>Use of electrostatic sprayer and disinfectant.</p> <p>Place portable air purifiers all classrooms and common areas.</p> <p>Install hand sanitizer stations in each classroom and in all common areas.</p> <p>Provide disinfecting wipes to each classroom for use before and after meals served in classrooms.</p> <p>Limit the use of hallway water fountains in favor of classroom water coolers.</p> <p>PFPCS will follow the CDC's Reopening Guidance for Cleaning and Disinfecting Schools.</p> <p>In preparation for the building's reopening, the School will take the following steps:</p>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Install a “walk-up” window along the front wall to the Security Office to facilitate no-contact interactions between visitors and the Security Team. (Completed) • Develop a separate entrance to the Early Childhood Development Center (ECDC), utilizing the entrance doors on Broad Street, in order to ensure that only Charter School staff and students enter through Brown or Carlisle Streets. (Completed) • Upgrade the school’s camera system to include state-of-art surveillance technology throughout the building, including in all stairwells, hallways, common areas, and maintenance supply closets. (Completed) • Renovate the Security Office to present a more professional look and to accommodate the surveillance needs related to the upgraded school camera system. (Completed) • Create an external waiting area for the School Based Health Center, for safe triage and screening of all injury and illness. (Completed) • Purchase air purifiers for the Health Center, all hallways and common areas and, if possible, all classrooms in order to improve ventilation and air circulation. (Completed) • Purchase and install sneeze guards for all student desks and key areas, such as the front desk. • Install hand sanitizing stations and/or machines in all hallways and common areas and in each individual classroom. • Configure the furniture in each classroom to accommodate six feet of distance between each individual student, and ensure that all furniture faces in the same direction (i.e., so that students do not face one another).

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>No classroom will exceed 15 students, and all furniture will be spaced six feet apart. Excess furniture will be removed from each space. All desks will face the same direction.</p>

Requirement(s)	Strategies, Policies and Procedures
<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>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>Sneeze guards will be installed at all student desks and in key areas of the building (e.g., at the Front Desk).</p> <p>Meals will be served in the classrooms, with the cafeteria space reserved as additional learning space through which students will be spaced six feet apart.</p> <p>Hand sanitizing stations will be installed in all classrooms.</p> <p>Signage will be posted throughout the building, including in restrooms, instructing students on effective hand-washing practices.</p> <p>Students will be required to wash their hands immediately after transitioning from gym and/or recess.</p> <p>The School will print the following CDC-issued posters and post them throughout the building, including at entrance points, in hallways, and in all bathrooms:</p> <ul style="list-style-type: none"> • Stop the Spread • Wash Your Hands • Germs Are All Around You • Handwashing Is Your Superpower • Cover Coughs and Sneezes <p>The School will also create student-friendly displays in the lobby, health center, stairwells, and hallways to encourage healthy habits and hygiene practices.</p> <p>Every adult who enters the building will be required to wear a face covering that fully covers his/her nose and mouth.</p> <p>Only those adults employed by or contracted with the People for People Charter School will be permitted past the first floor Security Office. Exceptions will be made only for those with a regulatory or oversight role (e.g., city health inspectors, personnel from the School District of Philadelphia), maintenance/repair personnel, or behavioral health personnel assigned to work with individual students. Behavioral health agencies will need to clear visitors with the Director of Social</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Emotional Learning, and behavioral health workers (e.g., TSS, BSC) will receive information on the school policies prior to entering the building as part of the onboarding process.</p> <p>Parents or guardians will not be permitted past the Security Office. To the maximum extent possible, meetings with school staff members will take place over the phone or via Zoom. If an in-person meeting is necessary, the school staff member will meet with the parent at a social distance in the first-floor lobby area.</p> <p>In-person visits by current partner organizations will be suspended. Where possible, partnerships may take place virtually (e.g., virtual meetings between Bigs and Littles through Big Brothers Big Sisters, virtual music lessons through Tune Up Philly).</p> <p>Weather-permitting, students' gym classes will take place outdoors. One class will be scheduled for gym at a time, in order to allow for social distancing. The gym teacher(s) will be responsible for transitioning students to and from the parking lot, and for ensuring that social distance is maintained throughout. If weather does not permit outdoor gym, the gym teacher(s) will teach gym inside of each individual homeroom at its scheduled gym time, or in larger space such as the cafeteria.</p> <p>Students will be provided with their own equipment and will not share gym equipment with one another. Gym teachers will disinfect all equipment after each period.</p> <p>Individual classes will be scheduled for outdoor recess (weather-permitting) such that there is no mixing of classes during recess.</p> <p>PFPCS will purchase the necessary school supplies for each student, including binders, notebooks, pens/pencils, and folders, in order to discourage sharing of materials.</p> <p>Classrooms will have a robust supply of items such as pens/pencils in order to ensure that students do not need to share these materials.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Communal spaces will be used only by individual classes at any given time (e.g., for gym or indoor recess).</p> <p>Students will remain in their classrooms throughout the day and, therefore, will not use the hallways for whole-group transitions.</p> <p>Student entrance and dismissal times will be staggered in order to minimize the number of students in a hallway at one time.</p> <p>The School District of Philadelphia is responsible for the busing of students. PFPCS will ensure that students who arrive and/or dismiss by parent drop-off/pick up or via SEPTA are scheduled to arrive/dismiss at a time that does not conflict with the busing schedule.</p> <p>PFPCS will remain in contact with all of its partners, including the School District of Philadelphia’s transportation office, and will provide timely updates as required regarding the school calendar and/or schedule.</p> <p>Under the hybrid model, no more than 50% of students would be present in the building at one time. This will allow PFPCS to cap in-person class sizes at 12-15 students.</p> <p>All classroom furniture will be spaced at least six feet apart, with sneeze guards around all student desks.</p> <p>Students will remain in their classrooms throughout the day.</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>Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work.</p> <p>All students will be provided with an oral thermometer for self-screening use and monitoring of symptoms at home.</p>

Requirement(s)	Strategies, Policies and Procedures
<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>School community will be continuously educated on signs and symptoms of COVID-19.</p> <p>Students and staff with symptoms will not report to school and will follow up with their healthcare providers.</p> <p>PFPCS has the capacity to temperature screen at the school via recently purchased temperature screeners.</p> <p>Symptomatic individuals will wait in the Isolation Room on the first floor, immediately outside of the School Based Health Center.</p> <p>Following a positive COVID test, individual will remain home until all of the following are true:</p> <ul style="list-style-type: none"> • At least 10 days since the onset of symptoms has passed AND • At least three days free of fever without the use of fever-reducing medication AND • Improvement in respiratory symptoms (e.g., cough, shortness of breath) <p>When symptomatic, tested, and determined to be COVID-19 negative, individual will remain home until:</p> <ul style="list-style-type: none"> • (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 individual and documented an alternative diagnosis and that the individual may return to school <p>When symptomatic, but COVID-19 testing was not completed, the individual will remain home until all of the following are true:</p> <ul style="list-style-type: none"> • At least 10 days since the onset of symptoms has passed AND • At least three days free of fever without the use of fever-reducing medication AND • Symptoms are improving AND

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • A clinician has evaluated the individual and documented an alternative diagnosis and that the individual may return to school <p>Should a positive COVID-19 case occur at PFPCS, consistent with both notification requirements for other communicable diseases and legal confidentiality, PFPCS will follow PDPH regulations for exposure to a communicable disease. All PFPCS students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by school administration, in consultation with the SBHC, by phone, with written follow-up correspondence that includes:</p> <ul style="list-style-type: none"> • If known, date of potential exposure <ul style="list-style-type: none"> ○ Information on self-monitoring for symptoms and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing) ○ Local testing site information to schedule an appointment for testing

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Staff: Employees returning to work should consult with their doctor if they feel that they are part of a high-risk population. Some employees may be granted an accommodation to work from home, if it is considered reasonable. Others for whom a remote work accommodation is not reasonable have various leave options available to them.</p> <p>Students: Students with chronic illnesses that may place them at higher risk of complications if infected with COVID-19, as outlined by the CDC, will be able to consider a full-virtual learning plan.</p> <p>All students (and staff) will be required to wear a face covering (mask or face shield) that fully covers their mouth and nose at all times, while in the school building.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Any student who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Prior to entering the school building, any student who is unable to wear a face covering on account of a health-related or other concern should contact the SBHC for further instructions.</p> <p>An individualized approach for COVID-19 may be needed for individuals with physical and intellectual disabilities who have limited mobility and difficulty accessing information, require close contact with direct service providers, have trouble understanding information, have difficulties with changes in routines, or have other concerns related to their disability. This approach should account for the following:</p> <ul style="list-style-type: none"> • Social distancing and isolating may be difficult for people with disabilities. • Wearing a face covering may be difficult for people with sensory, cognitive, or behavioral issues. If a student is unable to wear a mask as a result of his/her/their disability, or a health or medical condition, the family and IEP team will reevaluate the type and method of face covering for the student. <p>IEP case managers will reach out to families to determine whether their students are willing/able to return to school for in-person instruction and will work with families to determine whether alternate schedules or digital learning should be provided to support their student's needs.</p> <p>All of PFPCS' teaching and support positions will be filled by the first day of school. We have several staff members whose roles are flexible enough to allow for emergency staff coverage.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **People for People Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 3, 2020**.

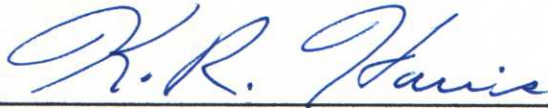
The plan was approved by a vote of:

7 Yes

0 No

Affirmed on:

By:



(Signature* of Board President)



(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.