



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: (First Philadelphia Preparatory 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, scaffold, or total reopening): **End of the First Marking Period (Nov. 17th)**

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)
Dr. Marilyn Martinez, CEO	School Administration	Pandemic Coordinator Write communication to parents and staff Lead Trainer
E. Valentin B. Dougherty	School Nurses	Lead Trainer; Monitor student/staff health; Crisis Response Team
Victoria Liu	Director of Operations	Lead Trainer; Monitor Food Service; Monitor multimedia public relations, send communication to parents and staff as directed
Crystal Caban	Fiscal Coordinator	Communicate information to staff and address health compliance
Ilia Ortiz	Transportation Coordinator	Lead Trainer; Handle all student transportation and monitoring of areas

Mike Broadbent	Director of Facilities	Lead Trainer; Monitor usage of materials; Visiting vendors; Respond to daily maintenance and cleaning concerns
Max Klink	American Paradigm Schools	Liaison to APS;
Davi-Ann Frearon	Dean of students	Liaison to Deans; Advise on supporting students showing PTS/social-emotional needs
Cheryl Horton	Special Education Coordinator	Lead Trainer; Monitor for compliance and response to students in special education;
Michelle Morgan	Special Education Coordinator	Lead Trainer; Monitor for compliance and response to students in special education
Anita Vega-Kaiser	Board of Trustees	Keep Board informed; Provide feedback; Review Board Policies
James Alexander	High School Teacher	Liaison to high school teachers
Karissa Ambrose	Elementary Teacher	Liaison to elementary school teachers; Help facilitate before and after school care plan
Pashen Jackson	Principal	Crisis Response Team/ Lead Trainer
Tameka Mathews	Principal	Crisis Response Team Lead Trainer

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.

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:

- Clean and disinfect frequently touched surfaces and objects within the school at least daily including door handles, sink handles. Use of drinking fountains will be eliminated.
- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant. Cleaning with soap and water reduces number of germs, dirt and impurities on the surface.
- Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. Use of https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf CDC cleaning and disinfecting guidelines will be followed.
- In the event of a positive COVID test from a student or staff that was in the building, the building will close for a 24 hour period to everyone.
- After 24 hours, the building will be sanitized. During this time students would immediately go into remote learning for 2-5 days minimally as determined by pandemic coordinator.

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>All students engage in Remote Instructional Delivery.</p>	<p>Classrooms- Hallways- Stairwells- Drinking Fountains- ➤ No drinking fountains allowed. Auditorium- Cafeteria- Gymnasium- Bathrooms- Offices ➤ Surfaces, door handles, sink handles will be cleaned at least once daily. ➤ Wear disposable gloves, and gowns to clean and disinfect. ➤ Clean surfaces using soap and water, then use disinfectant to reduce number of germs, dirt and impurities on the surface. ➤ Using CDC disinfectant protocols and cleaning guidelines. ➤ Teachers will have students use hand sanitizer every hour. ➤ Staff will sign in using activated employee badges with swipe system. ➤ For grades 4-12 students will use FOCUS card to swipe</p>	<p>Mike Broadbent, Director of Facilities</p>	<p>All supplies for CDC guidelines are to be purchased prior to school start and supplies will be closely monitored for replacement of stock.</p> <p>Stocked or Ordered:</p> <ul style="list-style-type: none"> ➤ 1200 boxes (50 each) students masks arriving ➤ Temperature Scanners 3 and 3 arriving ➤ Adult masks- 40 boxes ➤ Gloves- 30 boxes ➤ 20 Wall hung sanitizer stations ➤ Sneeze guards for reception areas and student entrances (20) ➤ 250 floor reminders ➤ Arrow traffic floor indicators 16 ➤ Use machine to create student IDs 	<p>Yes</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)
		<ul style="list-style-type: none"> ➤ For grades K-3, each student will use FOCUS card on lanyard to swipe their card 		<ul style="list-style-type: none"> ➤ Employee badge swipe system ➤ Use machine to create IDs 	

<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>All students engage in Remote Instructional Delivery.</p>	<p>If and when a person tests COVID positive:</p> <ul style="list-style-type: none"> ➤ The building will close for a 24 hour period to everyone. ➤ After 24 hours, the building will be sanitized. ➤ During this time, all students engage in remote learning for 2-5 days minimum as determined by pandemic coordinator. ➤ Amend contract with R&A to include daily cleaning ➤ Clean air filters monthly ➤ Clean VAV filters in building B monthly ➤ Annual duct cleaning instead of every two. 	<p>Dr. Martinez Pandemic Coordinator</p>	<p>Not purchased:</p> <ul style="list-style-type: none"> ➤ Face Shields- (Two face shields weekly for K-5; Two face shields weekly for k-5 staff) ➤ Masks (Grades 6-12 adult face masks for students 4 per week; Adult face masks for K-12) *Anyone who can't use a mask uses a face shield. ➤ Desk dividers ➤ Temperature scanners ➤ Gowns for staff supervising suspected COVID patient ➤ Amended Contract ➤ Purchase new filters for every month ➤ Purchase 12 VAV filters ➤ Payment for annual duct cleaning 	
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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:

Classrooms:

- All the classrooms will have 12-15 student desks and chairs with 6ft. separation and one teacher desk and chair.
- Empty classrooms may be used for spacing students if proper supervision is available.
- Teachers will be given masks and face shields.

- Where windows may be safely open, ventilation will be encouraged throughout the day.

Signage:

- Signage on walls and floors showing placement of 6ft distance requirement in main entry areas, offices, hallways, classrooms, lunchrooms, and gyms.

Hallways:

- Hallways will have separation of two-way direction when possible.
- Student movement in hallways will be minimized. Schedules will be created for teachers to go to assigned classrooms rather to eliminate or minimize student transition to class.

Breakfast and Lunch:

- For grades K-8, breakfast will be in the classroom.
- For grades 9-12, Grab and Go
- For grades K-8, lunches will be served in the classrooms.
- For grades 9th thru 12th, to begin, lunch will be served in the classrooms with an incentive program to have students be able to eat in cafeteria.
- Two meal options will be provided. One for students with allergies and one main dish.
- All utensils and plates will be disposable.
- Communal trashcans will be used for classroom areas.
- Scheduled lunchtime for each student arranged by homeroom.

- During Remote Instructional Model / Hybrid Instructional Model, students will receive a bagged breakfast and lunch for the days of remote learning.
- During Remote Instruction, a weekly bagged breakfast and lunch will be offered for parent/student pick-up.
- Students may only use gym or recess yard in their class cohort group.
- No common shared equipment such as hula-hoops or balls will be permitted.

Transportation:

- Staggered drop-off and pick up schedules for bus riders vs. walkers or pick up students to minimize numbers in doors.
- The transportation plan at the School District of Philadelphia supports distancing with students. Schools will adjust schedules as needed to meet transportation safety

Admission:

- From Busses
 - Two buses will unload at a time one in front of the Santali building another bus in the loop driveway near building B.
 - 11 students per bus route, each student will have their temperature taken by a staff member as they exit the bus.
 - We will have two teams of three staff members escorting students to line up after temperatures have been taken.
 - Sidewalk will be marked with an “x” indicating where each student needs to stand 6 feet apart.
 - One team will escort students to building A the other team will escort students to building B.
 - First group of buses will arrive by 8:30 am
 - Second group of buses will arrive by 9:00 am
 - Third group of buses will arrive by 9:30 am
 - Three staff members will wait outside until 10:00 am for any late bus.
- Walkers/Drop-off
 - K-8 will line up across the street at the red, white and blue parking lot. Homeroom teachers will escort students into the buildings.
 - Before school program/H.S. siblings drop off: Drop off location will be in Building A
 - Kindergarten will enter door at the corner of Church & Tacony Street. Kindergarten team will receive students,
 - Grades 1st & 2nd will enter through building A front lobby.
 - Grades 3 will enter through Main side door 1
 - Grades 3 will enter through Building A Main side door 1
 - Grades 4 will enter through Building A Main side door 2
 - 5th will enter through Building B right side door
 - 6th will enter through left side Building B.
 - 7th-8th enter through Main Lobby
 - 9th-10th grades will enter through Northside of Building B
 - 11th-12th grades will enter through Main Building B
- Private transportation/cab service will drop off students in front of Building B; two special education teachers will receive students. Staff will take temperatures before student exits the vehicle. Staff will escort student/students into the building. dismissal:

Dismissal:

- Grade 2-4 students will walk to the gym and stand in line behind their bus route number and letter. Students will line up 6 feet apart.
 - Once all students have arrived for that route a staff member will escort the students to the bus.
- K-8th grade homeroom teachers will take out the walkers to the parent lot.
- Older siblings will pick up younger siblings at the outside bell
- For early dismissal in grades K-3 staff members will escort students to front lobby

Visitation:

- For Hybrid Model- for early dismissal parents will have to call the school at 215-743-3100
- Designated parking will be available for visitors.
- Visitors/Parent/Guardian must be informed about where to park and wait in their vehicle until notification to come inside the building.
- Parent /guardian will receive a call back stating it is clear to come in.
- Parent/guardian must show photo ID when entering foyer and sign out student.
- Only essential personnel will be permitted in the building.
- Parent meetings will be held virtually or by phone conference.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Teachers will have protective shields for desks. ➤ Teacher desks will be 6 feet away from closest student desk. ➤ All classrooms will have fifteen student desks and chairs with 6ft. separation with plastic shields 	Director of Operations	Plastic shields	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ No buffet style ➤ Boxed lunches served in classrooms and limited in cafeteria. ➤ Stagger use of recess yard, if necessary. 	Director of Operations	<ul style="list-style-type: none"> ➤ Coordination with food services provider ➤ Lunch schedules 	Y
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Teach and reinforce washing hands for staff and students. ➤ Teach and reinforce use of masks over nose and mouth for students and staff. 	<ul style="list-style-type: none"> ➤ Principals ➤ Director of Facilities ➤ Teachers ➤ Supportive Staff 	<ul style="list-style-type: none"> ➤ Training Schedule ➤ Communication Plan. ➤ Signs for posting ➤ Hand soap ➤ Towels ➤ Hand sanitizer with at least 60% alcohol ➤ Masks for staff and students 	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Daily public announcement reminding all about mandatory use of masks, washing hands and following social distancing guidelines. ➤ Signs will be posted regarding proper hand washing in all bathrooms. ➤ Signs of mandatory mask covering posted at all entrances, classrooms, hallways, bathrooms, and cafeteria and throughout the building. 	Director of Operations	Signs	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Identifying and restricting non-essential visitors and volunteers	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Only essential personnel will be permitted in the building. ➤ Parent meetings will be held virtually or by phone conference. ➤ UPS, FED EX, US MAIL will deliver in Building B-lobby ➤ Vendors will arrive by appointment only ➤ Milk deliveries will be 3x weekly (coordinated with Maschios) 	Main Office Staff Principals Counselors Special Ed Coordinator Teachers Deans Support staff Director of Facilities	Signs	Y
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ No spectators or cross team events. ➤ No sports or activities that cannot maintain 6 foot distancing. ➤ Encouragement of distanced and safe activities such as walking. ➤ No school trips 	PE teachers		

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	-All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ All students using Chromebook ➤ All students will wipe Chromebooks after each use. ➤ Students will take home everything item brought into school. ➤ Online instructional intervention programs given for K-12 ➤ Google classroom will be used 	<ul style="list-style-type: none"> ➤ Director of Operations ➤ Tech Assistant ➤ Principals ➤ Teachers 	<ul style="list-style-type: none"> ➤ Chromebooks ➤ Training for teachers, parents, and students ➤ Contracts for remote/online learning programs 	Y
Staggering the use of communal spaces and hallways	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Students will have staggered schedules to minimize hallway traffic. ➤ Bathroom classroom schedules ➤ No use of water fountains- Students may bring their own water bottles. ➤ Bathroom sinks and urinals spaced for every other usage. 	<ul style="list-style-type: none"> ➤ Director of Operations ➤ Director of Facilities 	<ul style="list-style-type: none"> ➤ Bottled water ➤ Notify parents and students about send a water bottle to school. 	Y
Adjusting transportation schedules and practices to create social distance between students	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ The plan with transportation at the School District of Philadelphia supports distancing with students. ➤ Schools will adjust schedules as needed to meet transportation safety ➤ Students will exit bus and go to designated entrance door. 	Coordinator of Transportation	<ul style="list-style-type: none"> ➤ Inform parents of schedule 	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Empty classrooms may be used for spacing students if proper supervision is available. ➤ Portable shields will be provided to teachers and for other spaces where separation is not feasible. ➤ Desks will be facing forward and not in clusters. ➤ Student movement in hallways will be minimized. ➤ When possible, students will remain in a class and teachers will rotate to reduced hallway interaction. ➤ Staggered drop-off and pick up schedules for bus rider's vs. Walkers or pick up students to minimize numbers in doors. 	Lead Advisor	<ul style="list-style-type: none"> ➤ Class schedules ➤ Moving furniture in other learning spaces 	
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	All students engage in Remote Instructional Delivery.	If applicable, school will communicate in writing with local child care.	Director of Operations	Communication protocol Identify local childcare	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other social distancing and safety practices	pending				

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 are at 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 are 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:

Screening Protocols:

- Parents will be asked to not send their child to school if they show signs of COVID-19 or who have been exposed to the virus.
- All staff must agree to take temperature prior to coming to work.
- Staff with any symptoms of COVID-19 or have a temperature may not come into work.
- Staff may not enter the building until they have certified that they are fever and symptom free.
- Staff and students will have their temperature checked with a touchless thermometer. Ask parents and guardians to take their child's temperature before coming to school.
- Parents and guardians will be asked to verify that children are fever and symptom free through the FOCUS system.
- Staff will perform a visual inspection of students upon arrival maintaining 6 feet distancing.
- Any students showing signs of illness will have temperature taken with use of touchless thermometer.
- Encourage staff and students to stay home if they are sick.
- Designated School space for symptomatic individuals not used for other purpose.
 - Immediately isolate symptomatic individuals to designated area
 - Nurse will contact parent/guardian to immediately pick up student and call physician and to quarantine.
 - Symptomatic individuals are to go directly to the designated space which may not be the health room.
 - Symptomatic students will remain under visual supervision following social distancing, wearing mask, face shield and PPE

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>All students engage in Remote Instructional Delivery.</p>	<ul style="list-style-type: none"> ➤ All staff must agree to take temperature prior to coming to work. ➤ Staff who are exhibiting any symptoms of COVID-19 or have a temperature may not come into work. ➤ Staff may not enter the building until they have certified that they are fever and symptom free. ➤ All staff will be asked to take temperature with a touchless thermometer if they have signs of illness. ➤ Ask parents and guardians to take their child’s temperature before coming to school. ➤ Parents and guardians will be asked to verify that children have no fever and no COVID-19 symptoms through the FOCUS system. ➤ Staff will perform a visual inspection of students upon arrival maintaining 6 feet distancing. ➤ Any students showing signs of illness will have temperature taken with use of touchless thermometer. 	<p>School Lead</p>	<p>Touchless Thermometers</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
		<ul style="list-style-type: none"> ➤ Encourage staff and students to stay home if they are sick. ➤ Staff or students traveling outside of the State must immediately inform the school administration, if they traveled to any States ➤ Staff or student who return from traveling outside the State and are symptomatic or infected, will be required to self-quarantine at home for 14 days and provide a doctor's note certifying their fitness to return to work. 	CEO Principals		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>All students engage in Remote Instructional Delivery.</p>	<ul style="list-style-type: none"> ➤ The theatre balcony is a central location and has its own entrance. It will be used for symptomatic individuals that will not be used for other purposes. ➤ Immediately isolate symptomatic individuals to the designated area which may not be the health room. ➤ Identified staff will take student to the designated area. ➤ Contact parent or guardian for student pick up. ➤ Ensure symptomatic students remain under visual supervision of staff members who are at least 6 feet away. ➤ Supervising adult must wear a mask, face covering or surgical mask. ➤ School nurse/designee will provide direct patient care and wear appropriate PPE and perform hand hygiene washing after removing PPE. 	<p>School Nurses</p>	<ul style="list-style-type: none"> ➤ Masks ➤ Sanitizer ➤ Procedures for taking students to area 	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>All students engage in Remote Instructional Delivery.</p>	<ul style="list-style-type: none"> ➤ If a staff or student has a negative COVID-19 test, and can present the documentation of the test, they can return to school once there is no fever without the use of any fever-reducing medications and they have felt well for 24 hours. ➤ If staff or student is diagnosed with COVID-19 by a medical professional based on a test, or does not get a COVID -19 test but has symptoms, they must not come to the school s until the following questions are answered with Yes: <ol style="list-style-type: none"> 1. Has it been at least 10 days since the individual first had symptoms? 2. Has it been at least 3 days since the individual has had fever (without the use of fever reducing medications)? 3. Has it been at least 3 days since the individual’s symptoms have improved, including shortness of breath? 	<p>Nurses Principals Counselors Social Worker</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Communication with staff, parents and public will be through One Call; Website, and Facebook	Communication with staff, parents and public will be through One Call; Website, and Facebook	Principals	One call Website Facebook	Y
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:

- Students and staff must wear face coverings to enter the building.
- Masks must be worn at all times other than during lunch or short mask break times.
- Additional distancing or shielding measures will be in place at eating times or mask break times.
- All students will begin remote instruction delivery from September 8, 2020 through the end of the first marking period.
- Resources and staff training on social emotional learning and addressing student post-traumatic stress in school will be provided to all staff.
- Arrival protocols will include teachers and staff monitoring and directing students to appropriate areas.
- Counselors will meet with small student support groups.
- Nurses will provide medical protocols for students with complex or other medical needs.

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	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Students will begin school remote learning until end of first marking period ➤ Staff with higher risk for severe illness may submit medical documentation to seek 100% virtual instruction option. ➤ Alternative scheduling will be considered in Hybrid Model 	CEO	<ul style="list-style-type: none"> ➤ Chromebooks ➤ Remote Learning curriculum programs 	Y
* Use of face coverings (masks or face shields) by all staff	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Students and staff must wear face coverings to enter and remain in the building. ➤ For students and staff unable to wear masks, a doctor's note must be provided. A Face Shield will be provided to them. ➤ During lunch, mask breaks for students. ➤ Clear acrylic four-way divider shield protector will be used on lunch tables. ➤ Social distancing indicators will be used on floor. 	<ul style="list-style-type: none"> ➤ Principals ➤ Teachers ➤ Deans ➤ Supportive Staff ➤ Director of Operations ➤ Director of Facilities 	<ul style="list-style-type: none"> ➤ Clear acrylic four-way divider shield protector ➤ Masks ➤ Face Shields 	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ Students will be taken to the Theatre Balcony once seen by the nurse and determined to have a fever, temperature ≥ 100.4, cough, runny nose, vomiting, diarrhea ➤ Parent will be notified to pick up student. ➤ If parent is not located, the emergency contact will be used. ➤ Student will be monitored. ➤ Nurse will wear proper PPE, including gown, masks, shields ➤ Nurse will contact Flu Clinic by Rite Aid for interested staff ➤ School will communicate with parents about updating medical forms with concerns 	School nurses		Y
Strategic deployment of staff	All students engage in Remote Instructional Delivery.	<ul style="list-style-type: none"> ➤ All staff will be trained on implementing the Caring School Community Program to support student social learning. ➤ Counselors will work with small groups of students remotely 	CEO Principals Nurses Counselors	-Social Emotional Learning Curriculum. -	Y

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
Facilities, Cleaning, Sanitation, Ventilation	All Staff	Director of Facilities	Power Point Online Staff Cohorts	All staff on computers Schedule Training Cohorts Availability of Materials	08-26-20	9-8-20
Social Distancing and Safety Protocols	All Staff	Principals	Power Point Online Staff Cohorts	Training Modules	08-26-20	9-8-20
Procedures for Monitoring Student and Staff Health	All Staff	Nurses	Power Point Online Staff Cohorts	Procedures on ppt	08-26-20	9-8-20
Teaching Remotely using Focus, EdInsight, Google Classroom,	Teachers	American Paradigm Schools Staff	Power Point Online Staff Cohorts	Purchasing of Online platform	08-26-20	9-8-20
Teaching Remotely using Curriculum and Interventions	Teachers	American Paradigm Schools Staff	Power Point Online Staff Cohorts	Purchasing of curriculum and Online platform	0819-20	9-8-20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Remote Student Support for counseling	Teachers Counselors Deans Support Staff	Counselors	Power Point Online Staff Cohorts	Training	08-26-20	9-8-20
Providing Social Emotional Learning Support and Addressing Post Traumatic Stress / Caring School Community Program	Teachers Counselors Deans Support Staff	Nurses Counselors American Paradigm Schools Staff	Power Point Online Staff Cohorts	Planning and Training	08-26-20	9-8-20
Maintaining Compliance in Special Ed and Related Services	Teachers	Director of Spec. Serv. from American Paradigm Schools Special Ed Coordinators	Power Point Online Staff Cohorts	Continuous Planning, training and setting up parent meetings	08-26-20	9-8-20
Remote Student Support for Tutoring	Teachers Counselors Deans Support Staff	Deans Principals	Power Point Online Staff Cohorts	v	08-26-20	9-8-20

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
Facilities, Cleaning, Sanitation, Ventilation	Staff	Director of Facilities	Website, One Call email, Facebook, face-to-face	08-26-20	To be determined
Social Distancing and Other Safety Protocols	Teachers Students Parents Visitors	Principals Director of Operations	Website, One Call email, Facebook, face-to-face	08-26-20	To be determined
Monitoring Student and Staff Health	Families, Staff, Community	Nurses	Website, One Call, email, face-to-face	08-26-20	To be determined
Other Consideration for Staff and Students	Students, Staff, Parents, Community	CEO	Website, One Call, Email	08-26-20	To be determined

Health and Safety Plan Summary: (First Philadelphia Preparatory Charter School)

Anticipated Launch Date: (August 26, 2020)

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> ➤ Clean and disinfect frequently touched surfaces and objects within the school at least daily including door handles, sink handles, and drinking fountains. Use of drinking fountains will be eliminated. ➤ Wear disposable gloves to clean and disinfect. ➤ Clean surfaces using soap and water, then use disinfectant. ➤ Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. <p>Disinfecting kills germs on surfaces. Practice routine cleaning of frequently touched surfaces. Use of https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf CDC cleaning and disinfecting guidelines will be followed.</p> <ul style="list-style-type: none"> ➤ Cleaning and sanitation will occur at least 2 times weekly. ➤ In the event of a positive COVID test from a student or staff that was in the building, the building will close for a 24 hour period to everyone. ➤ After 24 hours, the building will be sanitized. During this time students would immediately go into remote learning for 2-5 days minimally, as determined by CEO.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> ➤ Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible ➤ Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms ➤ Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices ➤ Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs ➤ Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes ➤ Limiting the sharing of materials among students ➤ Staggering the use of communal spaces and hallways ➤ Adjusting transportation schedules and practices to create social distance between students <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>	<ul style="list-style-type: none"> ➤ Protocols for distancing student desks/seating and other social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible. ➤ Empty classrooms may be used for spacing students if proper supervision is available. ➤ Portable shields will be provided to teachers and for other spaces where separation is not feasible. ➤ Desks will be facing forward and not in clusters. ➤ Signage on walls and floors directing and reminding staff and students the importance of 6ft distance requirements in main entry areas, offices, hallways, classrooms, lunchrooms, and gyms. ➤ Directional signs will be in hallways so that each hallway has one direction when possible. ➤ Student movement in hallways will be minimized. Students will remain in a class and teachers will rotate to reduced hallway interactions. ➤ Lunches will be served in classrooms if spaces in lunchrooms cannot accommodate distancing. ➤ Scheduled drop-off and pick up for bus riders, walkers or pick up students to minimize numbers in doors. ➤ Door entrances for the following grades: ➤ K- Tacony & Church St.; grades 1-2 Main A; grade 3- building A side 1; grade 4 building A side 2; grade 5- Right side B; Grade 6 Left Main B; Grades 7-8 Main B; Grade 9-10 Right side B; Grades 11-12 Main B ➤ Only essential personnel will enter the building. ➤ Virtual parent/guardian meetings will be conducted. ➤ Where windows may be safely open, ventilation will be encouraged throughout the day. ➤ Students may only use gym or recess yard in their class cohort group. ➤ No common shared equipment such as hula-hoop or balls will be permitted.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> ➤ The plan with transportation at the School District of Philadelphia supports distancing with students. Schools will adjust schedules as needed to meet transportation safety

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> ➤ Screening protocols will be in place to monitor student and staff health. ➤ Students and families will be asked to agree not to send students into school that show signs of COVID-19 or who have been exposed to the virus. ➤ All staff must agree to take temperature prior to coming to work. ➤ Staff who show any symptoms of COVID-19 or have a temperature may not come into work. ➤ Staff may not enter the building until they have certified that they are fever and symptom free. ➤ All staff will take temperature with a touchless thermometer in school. ➤ Parents and guardians should take their child’s temperature before coming to school and verify that children have no fever and no COVID-19 symptoms through the FOCUS system. ➤ Encourage staff and students to stay home if they are sick. ➤ Designated space will be dedicated for symptomatic individuals and will not be used for other purposes. ➤ Immediately take isolate symptomatic individuals to the designated area and contact parent/guardian to immediately take home. Student must quarantine for 14 days. ➤ Supervising adult in designated area must wear a mask, face covering or surgical mask. ➤ School nurse provides direct patient care and wear appropriate PPE and follow CDC guidelines.

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>	<ul style="list-style-type: none"> ➤ Students and staff must wear face coverings to enter the building. ➤ Masks must be worn at all times other than during lunch or short mask break times. ➤ Additional distancing or shielding measures will be in place at eating times or mask break times. ➤ Staff with higher risk for serious illness may submit medical documentation for consideration of 100% remote instruction. ➤ Staff training will be provided to both instructional and non-instructional staff. ➤ An emphasis on social emotional learning, addressing post-traumatic stress, safety and health needs will be provided to all staff. ➤ Health and Safety Protocols training for students and parents provided ➤ Arrival and dismissal protocols will include teachers and staff monitoring and directing student's entrance and providing additional supports. ➤ Counselor and support staff will provide small group counseling and tutoring ➤ Nurses and Special Education Coordinators will address medical protocols for students with complex or other medical needs. ➤ Fiscal Coordinator will work with APS HR for additional substitutes available. ➤ The CEO will determine daily if there is enough staff to remain open with proper distancing safely.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for (First Philadelphia Preparatory Charter School) reviewed and approved the Phased School Reopening Health and Safety Plan on (August 5, 2020).


The plan was approved by a vote of:

 X Yes

 No

Affirmed on: August 6, 2020

By:



(Signature* of Board President)

Anita Vega- Kaiser

(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.