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: Cardinal O'Hara High 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?

  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).

X 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): September 8, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Jay DeFruscio	Administration	Both
Eileen Vice	Administration	Both
BJ Hogan	Staff/Administration	Both
Bob Adams	Faculty/Staff	Pandemic Coordinator/Both
Linda Wert	Administration	Both

Name	Role	Team
Jen Kelly	Administration	Both
Jodi Evert	Administration	Both
Fran Lake	School Nurse	Both
Phil Lewis	Maintenance	Both
Nina Bowdler	Attendance Officer/Main Office	Pandemic Crisis Response Team
Teri Barrett	Main Office	Pandemic Crisis Response Team
Terri Borusiewicz	Faculty	Health and Safety Plan Development
Denise Donofrio	Faculty	Health and Safety Plan Development
John Kederis	Faculty	Health and Safety Plan Development
Ellen O'Hara	Faculty	Health and Safety Plan Development
Hector Ramirez	Faculty	Health and Safety Plan Development
Ann Mushrush	Faculty	Health and Safety Plan Development
Walter Perez	Faculty	Health and Safety Plan Development
Katie Toenniessen	Faculty	Health and Safety Plan Development
Cindy Nicoletti	Science Chair/Faculty	Health and Safety Plan Development
Mark Whitney	Faculty	Health and Safety Plan Development
Eric Thomas	Faculty	Health and Safety Plan Development
Linda Graney	Director of Guidance	Health and Safety Plan Development
Jason Beaver	Maintenance	Both

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: **A thorough, deep cleaning was conducted in anticipation of full reopening. Access to the building has been limited and the building has been disinfected daily since. The building will continue to be sanitized daily when school reopens.**

Cleaning/disinfecting procedures will take place throughout the school day. Maintenance staff will clean bathrooms and communal areas every one to two hours when school is in session. Faculty and students will clean their work/learning spaces prior to leaving those areas. All shared equipment will be cleaned after each use. Cafeteria tables will be cleaned after every lunch period. Faculty and staff will be trained in healthy habits, such as cleaning their own desks, during the professional development days before school begins. Non-teaching staff will be trained during these sessions as well. Students will be trained during their orientation days.

The pandemic coordinator and maintenance director will be responsible for ordering all necessary disinfection supplies along with monitoring inventory.

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Students and faculty will clean their own work/learning areas prior to leaving the space. Ventilation systems were checked, are operational and teachers will open windows as frequently as possible. Maintenance will clean all communal areas (bathrooms, water fountains, cafeteria, etc.) and frequently touched surfaces every one to two hours Students and staff will only be permitted to use the water fountains that function as bottle fillers. Maintenance will thoroughly clean the building every night. Lab procedures will be modified to include virtual labs or individual lab assignments. If partners are desired, students will wear applicable PPE (double disposable gloves, goggles, masks/shields).	Students and faculty will clean their own work/learning areas prior to leaving the space. Ventilation systems were checked, are operational and teachers will open windows as frequently as possible. Maintenance will clean all communal areas (bathrooms, water fountains, cafeteria, etc.) and frequently touched surfaces every one to two hours Students and staff will only be permitted to use the water fountains that function as bottle fillers. Maintenance will thoroughly clean the building every night. Lab procedures will be modified to include virtual labs or individual lab assignments. If partners are desired, students will wear applicable PPE (double disposable gloves, goggles, masks/shields).	Bob Adams, Pandemic Coordinator	CDC-approved disinfectants, gloves, cloths	N
Other cleaning, sanitizing, disinfecting, and ventilation practices	Any areas with suspected incidents of COVID-19 will be cordoned off from use immediately and thoroughly sanitized after 24 hours.	Any areas with suspected incidents of COVID-19 will be cordoned off from use immediately and thoroughly sanitized after 24 hours.	Bob Adams, Pandemic Coordinator	CDC-approved disinfectants, gloves, cloths	Y

Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions:

All classrooms/learning spaces as well as communal spaces will be marked for social distancing.

Lab procedures will be modified to include virtual labs or individual lab assignments. If partners are desired, students will wear applicable PPE (double disposable gloves, goggles, masks/shields).

Classes will be limited to 17 students per day by utilizing an A/B split schedule where students will alternate between in-person sessions on one day and remote learning on the other. Teachers will utilize classroom cameras and the learning management system to educate students remotely.

Hallways will be one-directional.

Students and staff will be reminded daily that they need to engage in social distancing practices and frequently wash hands.

Bussing service providers will be responsible to share their guidelines with students and to train all riders in necessary protocols.

Visitors to the school will be limited and confined as much as possible. Temperature checks will be conducted on all visitors upon arriving at the building and visitors must wear masks.

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	Desks will be placed 6 feet apart in every classroom/learning space.	Desks will be placed 6 feet apart in every classroom/learning space.	Phil Lewis, Maintenance, along with individual classroom teachers	Measuring tape, supervision in hallways and common areas	N
	Teacher desks/podiums will also be distanced.	Teacher desks/podiums will also be distanced.			
	No more than 17 students in a class.	No more than 17 students in a class.			
	Every other desk will be used and alternate between classes.	Every other desk will be used and alternate between classes.			
	One directional hallways and stairwells.	One directional hallways and stairwells.			

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**	The Faculty/Staff lunchroom will be spaced 6 feet apart. The Faculty Room will be offered as an alternative lunch space and will be spaced 6 feet apart. The cafeteria will be marked so that students are kept socially distanced 6 feet and facing the same direction. Our cafeteria is large enough to socially distance an entire lunch period. The area will be sanitized prior to the next lunch. 3rd and 5th lunches will utilize one portion of the seating; 4th and 6th the other. Students will be able to pre-order lunch via the Aramark phone app.	The Faculty/Staff lunchroom will be spaced 6 feet apart. The Faculty Room will be offered as an alternative lunch space and will be spaced 6 feet apart. The cafeteria will be marked so that students are kept socially distanced 6 feet and facing the same direction. Our cafeteria is large enough to socially distance an entire lunch period. The area will be sanitized prior to the next lunch. 3rd and 5th lunches will utilize one portion of the seating; 4th and 6th the other. Students will be able to pre-order lunch via the Aramark phone app.	Phil Lewis, Maintenance, along with faculty moderators	Sanitization materials, measuring tape, signs	N
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	Students and staff will be required to frequently wash their hands. Announcements will be made to remind students and staff to wash their hands regularly. Signs will be posted as well. Hand sanitizer will be available in all classrooms, cafeteria, and other communal spaces as well.	Students and staff will be required to frequently wash their hands. Announcements will be made to remind students and staff to wash their hands regularly. Signs will be posted as well. Hand sanitizer will be available in all classrooms, cafeteria, and other communal spaces as well.	Father Masson, campus minister, will make daily announcements. Phil Lewis, maintenance, will maintain hand sanitizer and post signs.	Hand sanitizer, soap, signs	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs will be posted in hallways, classrooms, and communal spaces reminding students about the need to wash hands frequently, how to protect yourself from the spread of germs, and the need to social distance in accordance with CDC guidelines.	Signs will be posted in hallways, classrooms, and communal spaces reminding students about the need to wash hands frequently, how to protect yourself from the spread of germs, and the need to social distance in accordance with CDC guidelines.	Phil Lewis, maintenance	Signs	N
* Identifying and restricting non-essential visitors and volunteers	If visit can occur via phone or Zoom, then meeting will be held virtually. All visitors must report to the main office, which is at the very front of the building, and will be confined to that area as much as possible. Volunteers will be limited to absolutely essential personnel. Visitors will have their temperature scanned in the Main Office.	If visit can occur via phone or Zoom, then meeting will be held virtually. All visitors must report to the main office, which is at the very front of the building, and will be confined to that area as much as possible. Volunteers will be limited to as much as possible. Visitors will have their temperature scanned in the Main Office.	Nina Bowdler and Teri Barrett, main office administrative assistants	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Recess does not apply. Physical education classes and sports will follow all CDC guidelines. All equipment will be sanitized after each use. Health will be taught throughout the first semester. Physical education classes will be held outside as much as possible in Spring Semester if allowed by guidelines. Guidelines from O'Hara's approved Athletics Health and Safety Plan will be followed.	Recess does not apply. Physical education classes and sports will follow all CDC guidelines. All equipment will be sanitized after each use. Health will be taught throughout the first semester. Physical education classes will be held outside as much as possible in Spring Semester if allowed by guidelines. Guidelines from O'Hara's approved Athletics Health and Safety Plan will be followed.	BJ Hogan, Athletic Director, Jason Sweet, PE/Health Chairperson	Sanitization materials, access to the most up-to-date CDC recommendations via their website	Y
Limiting the sharing of materials among students	Each student will be issued his/her own laptop and textbooks. Online textbooks will be issued where possible. Students will be required to bring their own calculators and writing instruments. Shared resources, such as lab equipment, will be sanitized after each use.	Each student will be issued his/her own laptop and textbooks. Online textbooks will be issued where possible. Students will be required to bring their own calculators and writing instruments. Shared resources, such as lab equipment, will be sanitized after each use.	All teachers and students; Meghan Shields will make sure that all students have laptops	Textbooks, laptops	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)
Staggering the use of communal spaces and hallways	All hallways and stairwells will be one directional to limit contact. Communal spaces will be marked for social distancing. No full assemblies. Social distancing in auditorium for partial school meetings and assemblies. The use of lockers will be avoided and students will be encouraged to carry backpacks. If lockers are needed, they will be spread apart, leaving 6 feet between each used locker and the next used one.	All hallways and stairwells will be one directional to limit contact. Communal spaces will be marked for social distancing. No full school assemblies. Social distancing in auditorium for partial school meetings and assemblies. The use of lockers will be avoided and students will be encouraged to carry backpacks. If lockers are needed, they will be spread apart, leaving 6 feet between each used locker and the next used one.	Phil Lewis, maintenance	Signs	N
Adjusting transportation schedules and practices to create social distance between students	Students' public school districts provide busing for our students and are responsible for complying with CDC regulations. Athletic transportation will be socially distanced and will follow all guidelines in the approved Athletics Health and Safety Plan. It is recommended that all students drivers carpool with only members of their own household.	Students' public school districts provide busing for our students and are responsible for complying with CDC regulations. Athletic transportation will be socially distanced and will follow all guidelines in the approved Athletics Health and Safety Plan. It is recommended that all students drivers carpool with only members of their own household.	School districts will be responsible for maintaining social distancing on their buses	School district plans	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Students will attend classes on an alternating schedule so that only half of our students are in the building at one time and classes are limited to no more than 17 students each using an A/B split schedule.	Students will attend classes on an alternating schedule so that only half of our students are in the building at one time and classes are limited to no more than 17 students each using an A/B split schedule.	Eileen Vice, principal, and Jen Kelly, APAA	A/B Schedule for Yellow Phase and social distance protocols for Green Phase	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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Childcare is not provided here	Childcare is not provided here	N/A	N/A	N
Other social distancing and safety practices	All podiums will be outfitted with Plexiglas barriers as an additional protection for faculty and students.	All podiums will be outfitted with Plexiglas barriers as an additional protection for faculty and students.	Phil Lewis, maintenance, Pandemic Coordinator	Plexiglas barriers	N
	Lockers will not be utilized until late Fall if needed. Lockers will be distanced and accessed only at the beginning and ending of each school day.	Lockers will not be utilized until late Fall if needed. Lockers will be distanced and accessed only at the beginning and ending of each school day.			

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:

The Pandemic Coordinator will be responsible for following any reports of possible exposure.

Main Office staff or the Pandemic Coordinator will check temperatures of all visitors.

Students/families and staff will be asked to report any possible exposure. Anyone with a fever of 100.4 or above or display two or more COVID-19 symptoms will be asked to remain home and not return to school until temperature is normal or after consultation with a physician.

Any school community member who becomes ill or is exposed to COVID-19 must remain in quarantine for a minimum of fourteen days and must have medical clearance to return to school. In the event of a confirmed case of COVID-19, the principal will consult with the Office of Catholic Education and the Archdiocesan Office of Communications in preparing a communication to stakeholders and families.

Handbooks will be updated to reflect these protocols.

Students who are unable/unwilling to return to school will be provided with access to learning via Zoom and the LMS.

The Director of Guidance will develop a guidance plan to monitor and address the social-emotional health of the students and faculty.

The Director of Campus Ministry will develop a school ministry plan to monitor and address the spiritual well being of students and faculty.

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)
* Monitoring students and staff for symptoms and history of exposure	Parents and students will be asked to disclose any possible exposure to COVID and check temperatures daily at home prior to coming to school. Faculty and staff will be asked to conduct a temperature check and symptom check at home before coming to school. Temperatures will be taken of everyone entering the building each day if necessary.	Parents and students will be asked to disclose any possible exposure to COVID and check temperatures daily at home prior to coming to school. Faculty and staff will be asked to conduct a temperature check and symptom check at home before coming to school. Temperatures will be taken of everyone entering the building each day if necessary.	Bob Adams, Pandemic Coordinator	Google Form to be submitted	N
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	If a student, staff or visitor has a fever, becomes ill or demonstrates a history of exposure, then they will be immediately removed from campus or quarantined in the designated COVID room in the nursing suite until able to be removed from campus. That person will not be able to return until cleared medically.	If a student, staff or visitor has a fever, becomes ill or demonstrates a history of exposure, then they will be immediately removed from campus or quarantined in the designated COVID room in the nursing suite until able to be removed from campus. That person will not be able to return until cleared medically.	Fran Lake, Nurse	Thermometer, designated room	N
* Returning isolated or quarantined staff, students, or visitors to school	Once medically cleared, students, staff, and/or visitors will be permitted to return to school	Once medically cleared, students, staff, and/or visitors will be permitted to return to school	Bob Adams, Pandemic Coordinator	Communication with healthcare providers	N
Notifying staff, families, and the public of school closures and changes in within-school-year changes in safety protocols	The School Messenger System will be used to communicate any closures or changes of safety protocols throughout the year or to inform stakeholders of a positive case of COVID-19. The Office of Catholic Education and Local Authorities will also be notified.	The School Messenger System will be used to communicate any closures or changes of safety protocols throughout the year or to inform stakeholders of a positive case of COVID-19. The Office of Catholic Education and Local Authorities will also be notified.	Jeff Braconnier, Communications Director	School Messenger	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 monitoring and screening practices	Create a guidance plan to monitor and address the social-emotional well-being of students and faculty. Create a school ministry plan to monitor and address the spiritual well-being of students and faculty.	Create a guidance plan to monitor and address the social-emotional well-being of students and faculty. Create a school ministry plan to monitor and address the spiritual well-being of students and faculty.	Nina Bowdler and Teri Barrett, Main Office Staff Members, or Pandemic Coordinator	Thermometers	N

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

All staff and students will be required to wear a face shield or face mask. All faculty and staff will be provided with one school mask/face shield. Solid color masks may be worn in place of the school-supplied mask.

Additional support will be provided to high risk students and staff to address any needs they have. Students, faculty, and staff will be made aware of additional precautions they should take to reduce the risk of infection.

Faculty will have access to classroom cameras and Zoom to be able to provide on-line and in-person instruction synchronously.

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	Students at high risk have the option to participate in classes virtually.	Students at high risk have the option to participate in classes virtually.	Bob Adams, Pandemic Coordinator, and Fran Lake, School Nurse	CDC guidelines, communication with healthcare providers	Y
* Use of face coverings (masks or face shields) by all staff	All faculty and staff will be provided face shields and be required to wear them or masks.	All faculty and staff will be provided face shields and be required to wear them or masks.	Bob Adams Pandemic Coordinator	Face Shields, faculty/staff handbook protocol	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	All students will be required to wear the O'Hara face mask or a solid color face mask.	All students will be required to wear the O'Hara face mask or a solid color face mask.	Bob Adams, Pandemic Coordinator, and Linda Wert, APSS	Face masks, student handbook protocols	N
Unique safety protocols for students with complex needs or other vulnerable individuals	Students at high risk have the option to participate in classes virtually.	Students at high risk have the option to participate in classes virtually.	Bob Adams, Pandemic Coordinator, and Fran Lake, School Nurse	CDC guidelines	N
Strategic deployment of staff	Assign staff as appropriate to fulfill the needs of the plan.	Assign staff as appropriate to fulfill the needs of the plan.	Eileen Vice, principal, and Jen Kelly, APAA	Cameras in every classroom, access to Zoom for every teacher, faculty/staff handbook updated with pandemic information	N

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and Safety Plan Overview	Admin. Staff	Bob Adams, Pandemic Coordinator	In-person	Outline of applicable protocols	8/26/20	9/3/20
Health and Safety Plan Overview	Faculty	Bob Adams, Pandemic Coordinator	In-Person using summer PD Days	Outline of applicable protocols	8/26/20	9/3/20
Classroom Management and Virtual Instruction	Faculty	Eileen Vice	In-Person using summer PD Days	Presentation	9/2/20	9/3/20
New Technology Overview	Faculty	Eileen Vice	In-Person Sessions using sample classrooms	Meghan Shields Steve Pagano	9/2/20	9/3/20

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
Health and Safety Plan Overview	All Stakeholders	Eileen Vice	Email/Letter PDF/Powerpoint	7/20/20	Ongoing
Health and Safety Plan Overview	All Students	Administration	Orientation days in-person presentations	9/9/20	9/14/20
Heath and Safety Plan Video Introduction	All Students	Administration	Video presentation to all students	8/28/20	8/28/20
Social-Emotional Mental Health Plan	All Parents	Director of Guidance	Guidance Meetings	9/9/20	Ongoing

Health and Safety Plan Summary: Cardinal O'Hara High School

Anticipated Launch Date: 7/6/20

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
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	The entire building has undergone a deep cleaning twice this summer. Maintenance staff will continue to clean, disinfect and sanitize all areas of the school daily. Once the building reopens, individual faculty and students will be responsible for cleaning their own learning spaces at the end of every period. At the end of each lunch period, students will clean and disinfect surfaces in the table areas. Maintenance staff will clean bathrooms and communal areas regularly throughout the day. Every 4-6 weeks the school building will be closed to students for a deep clean and disinfection. The director of maintenance, in consultation with the pandemic coordinator, will be responsible for ordering and maintaining all necessary disinfection supplies. Professional development for faculty will include a review of cleaning/disinfecting procedures in areas where they supervise students. Non-teaching staff will also participate in this training.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet**	Class size will be limited to no more than 17 students by utilizing

of separation among students and staff throughout the day, to the maximum extent feasible

an alternating A/B split schedule. Students not in school will attend classes remotely through classroom cameras and the learning management system.

* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

All classrooms/learning spaces as well as communal areas will be marked for social distancing. Desks and tables/chairs will be separated by at least six feet when possible. Seats will be marked as unavailable if unable to be removed.

* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**

The cafeteria is large enough to allow our students to social distance on one-half of the cafeteria, allowing the lunches to rotate sides of the cafeteria.

* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

Our auditorium will be marked for social distancing as well and only up to half of our students would participate in planned events there.

* **Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes**

Aramark will be responsible for maintaining social distancing while serving meals.

Limiting the sharing of materials among students

Signs will be posted to promote safe practices in regards to stopping the spread of germs, washing hands, and practicing safety measures.

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

All equipment will be sanitized after each use. Contact will be avoided.

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Labs will be conducted virtually if possible, without partners if possible, or using goggles, masks, and double gloves if partners are necessary.

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

All faculty, staff, students, volunteers, and visitors will be required to wear masks.

Other social distancing and safety practices

Students will be required to bring their own writing materials. Laptops and textbooks will be issued for individual use.

Transportation is provided by families or public school districts and are responsible for social distancing and sanitizing protocols.

Visitors will be limited and confined to the main office as much as possible.

All members of the faculty and staff will receive training on these pandemic procedures prior to the start of the school year.

Childcare is not provided here.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* **Monitoring students and staff for symptoms and history of exposure** * **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure** * **Returning isolated or quarantined staff, students, or visitors to school** * **Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols**	Parents will need to take their child's temperature daily at home and check for symptoms of COVID-19 prior to leaving for school. If the child has a temperature of 100.4 or above or two or more symptoms of COVID-19, then the student should remain home and attend classes remotely. Students should not return to school until medically cleared. Staff will need to take their temperatures daily and check for symptoms of COVID-19 prior to coming to school. If they have a temperature of 100.4 or above or two or more symptoms of COVID-19, they should remain home and not return until temperature is normal or medically cleared. Anyone entering the building will have their temperature checked. Those with a fever of 100.4 or above will be taken to the COVID isolation room and sent home as soon as possible. School Messenger will be used to communicate with all stakeholders regarding closures and changes in safety protocols.

Requirement(s)	Strategies, Policies and Procedures
	Communications regarding positive cases of COVID-19 will be made in consultation with the Office of Catholic Education and the Archdiocesan Office of Communications.
	If students are unable or unwilling to return to school, they will be able to attend classes remotely.
	The Director of Guidance will create a plan to monitor and address the social-emotional health of the students and faculty.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness**	All faculty and staff will be required to wear face shields or face masks. The school will provide one to each faculty and staff member.
* **Use of face coverings (masks or face shields) by all staff**	All students will be required to wear a mask.
* **Use of face coverings (masks or face shields) by older students (as appropriate)**	Students, faculty, and staff will be made aware of additional precautions they should take to reduce the risk of infection.
* **Unique safety protocols for students with complex needs or other vulnerable individuals**	Staff and faculty will all be trained in pandemic protocols so that any staff can be sent to an area and know how to respond properly.
* **Strategic deployment of staff**	Students will be trained in the pandemic protocol so there is a clear understanding of expectations and practices.
	Daily announcements over public address system and via LMS to review and reinforce all training content.

Exclude Under These Scenario	Return to School Under These Conditions	

Current COVID-19 Symptoms[1]

- **One** of the following symptoms: fever/elevated temperature[2], cough, shortness of breath, or difficulty breathing

  OR

- **Two** of the following symptoms: lack of smell or test (without congestion), sore throat, chills, muscle pain, fatigue, headache, congestion/runny nose, nausea, vomiting, diarrhea

Individual should be tested for COVID-19; individuals awaiting test results should be excluded from school.

- ➤ If test result is negative, return to school following readmission criteria illustrated in PA Code, § 27.73. *Readmission of excluded children, and staff having contact with children. If no alternative diagnosis is known, return to school 24 hours after symptoms are improved.*
- ➤ If test result is positive, follow return to school guidance for Positive COVID-19 PCR Test with symptoms.

If individual is not tested, exclude for:

- ➤ 24 hours with no fever without using fever-reducing medicines **and** ➤ improvement in symptoms first appeared.

If individual is using medication to treat or suppress a fever, he/she should be excluded until medication is no longer needed.

Positive COVID-19 PCR Test	**With Symptoms**	**Without Symptoms**
	➤ 24 hours with no fever without using fever-reducing medicines **and** ➤ improvement in symptoms **and** ➤ 10 days since symptoms first appeared	➤ 10 days after the PCR test was collected If symptoms develop during 10 days, follow return to school guidance for Positive COVID-19 PCR Test with symptom

Close Contact of COVID-19 Positive Individual	**With Symptoms**	**Without Symptoms**
• Individuals within 6 feet distance for ≥15	➤ Individual should be tested for COVID-19.	➤ 14 days after the date of last exposure to the

	With Symptoms	Without Symptoms
minutes with the COVID-19 positive individual **OR** • Household members of COVID-19 positive individual	➤ If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. ➤ If test result is positive, follow return to school guidance for Positive COVID-19 PCR Test with symptoms. ➤ Individuals awaiting test results should be excluded from school until results are received. ➤ If individual is not tested, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved.	person with COVID-19 ➤ If symptoms develop during 14 days, follow return to school guidance for Close Contact with symptoms.
Travel History • Travel to areas with travel restrictions, as identified by the PA Department of Health or the Centers for Disease Control and Prevention (CDC).	Individual should be tested for COVID-19. ➤ If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. ➤ If test result is positive, follow return to school guidance for Positive COVID-19 PCR Test with symptoms. • Individuals awaiting test results should be excluded from school until results are received. If individual is not tested, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved.	➤ 14 days since return to PA from travel If symptoms develop during 14 days, follow return to school guidance for Close Contact with Symptoms.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Cardinal O'Hara High School** reviewed and approve
Phased School Reopening Health and Safety Plan on **8/11/2020**

The plan was approved by a vote of:

    _X_   **Yes**

    _____   **No**

Affirmed on: **8/11/2020**

By:

_____

(*Signature* of Board President*)

Cary Toner

_____

(*Print Name of Board President*)

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

Option A: The use of actual signatures is encouraged whenever possible. This method requires th
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 nee