



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: **West Fallowfield Christian School**

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

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

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

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

Type of Reopening

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 26, 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)
Robbie Martin	Administrator	Both
Mark Fiscus	Middle School Coordinator	Both
Janine Richards	Elementary Coordinator	Both
Becca Holt	Director of Communication	Both

Hope Hasbeck	School Board Representative	Health & Safety Plan Development
Joycetta Wanner	Health Educator	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.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

- WFCS administrator will ensure the protocols in the Health and Safety Plan are being carried out effectively. Staffing and disinfecting supplies will be adjusted appropriately.
- WFCS will utilize cooperative purchasing networks as well as established vendor relationships to maintain an adequate stock of supplies meeting CDC requirements for COVID-19.
- The frequency of disinfecting will be increased. Disinfecting activities will occur throughout all facilities at a minimum of once per day.
- Checklists will be utilized to monitor the frequency of disinfecting high touch areas ensuring compliance with the reopening plan.
- All staff will be properly trained regarding cleaning, sanitizing, disinfecting, and ventilation protocols prior to the return of school for the 20-21 SY. Employees will be required to demonstrate a firm understanding of the cleaning

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,	Clean and disinfect frequently touched surfaces and objects including desktops; chairs; electronic devices; door handles; sinks; etc.	Same as Yellow	Robbie Martin-Administrator	Increase custodial staff	Y

surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Ensure ventilation systems operate properly and increase circulation of the outdoor air by opening windows and doors when possible.			Provide an adequate supply of EPA approved disinfecting products	N
	Discontinue use of drinking fountains and provide safe alternatives for providing water.			Provide water filling stations in each classroom to refill water bottles supervised by staff	N
Other cleaning, sanitizing, disinfecting, and ventilation practices	Recommend ventilating all classrooms and common areas by opening windows when available. Recommend air circulation patterns that push inside air towards open windows.	Same as Yellow	Robbie Martin	Request and review reports from contracted HVAC professional to ensure proper functionality of systems.	N

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:

- Students are spaced in classes to maintain 6 feet social distancing with access to hand sanitizer.
- Students will be kept in grade level classrooms as much as possible.
- Communal spaces will be monitored to maintain social distancing.
- Outdoor spaces, with social distancing, will be used for lunches, recess and mask breaks.
- Proper handwashing and sanitizing will be implemented throughout the day to include entering and exiting classrooms, recess, lunch, and restroom breaks.
- All visitors and volunteers will be masked and vetted through the office.
- Social distancing will be the same based on the PA Department of Health guidelines and will be adjusted only if the guidelines from the state changes.
- All staff will be trained on social distancing and proper hygiene practices prior to the start of school. Staff will be allowed to ask questions at training. Clarification will be given.

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	Turn desks to face in the same direction or have students sit on only one side of tables to limit face to face seating.	Same as Yellow.	Mark Fiscus-Middle School Coordinator Janine Richards-Elementary Coordinator	Storage for excess furniture.	N
	Separate students six feet apart to the greatest extent possible.			Coordinators direct classroom set ups.	N
	Promote social distancing in all other school activities.			Plexiglass dividers for one-on-one or small group teacher instruction at table.	Y
	Implement strategies to reduce number of individuals in the hallways by enforcing one-way traffic on the right side of hallway.			Coordinate a traffic pattern for hallway flow.	N
					N

	Everyone is required to wear masks when moving in the classroom; in hallways; and restrooms.			Require all students and staff to possess a mask	
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Staff and students should wash hands before and after snacks/lunch.	Same as Yellow	Mark Fiscus-Middle School Coordinator Janine Richards-Elementary Coordinator	Frequent and appropriate hand washing breaks	N
	Students will eat meals in classroom with staff supervision.			Students will bring packed lunches from home.	N
	Staff should avoid face to face seating while eating. Avoid sharing of food and utensils				
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	All individuals in school will sanitize or wash hands frequently.	Same as Yellow	Mark Fiscus-Middle School Coordinator Janine Richards-Elementary Coordinator		Y
	Hand sanitizer will be made available in common areas and classrooms.			Hand sanitizer bottles/stations	N
	Teach and reinforce sashing hands and covering coughs and sneezes to students; staff; volunteers and visitors.				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Provide and prominently display information about protective measures such as proper technique of washing hands; proper face covering and social distancing throughout the school.	Same as Yellow	Janine Richards	Print and laminate signs. Staff required to hang in classrooms and other common areas.	N

<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Restrict nonessential visitors; volunteers; and activities that involve outside groups.</p> <p>Any nonessential visitors and volunteers who must be on school property must be screened for symptoms and temperature</p> <p>No offsite field trips until COVID restrictions are lifted.</p>	<p>Same as Yellow</p>	<p>Robbie Martin-Administrator</p>	<p>School principal and office staff will review all non-essential visitors and volunteers with a pre-arranged appointment.</p>	<p>N</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>The decision to resume sports related activities is the discretion of the school athletic director and administrator using the Athletics Health and Safety Plan on the Pennsylvania Guidance link.</p> <p>Recess and Physical education activities will continue with limited physical contact and touch.</p> <p>Sanitizer for materials and equipment used in recess and physical education classes will be available.</p>	<p>Same of Yellow</p>	<p>Joycetta Wanner-Health Education Robbie Martin-Administrator</p>	<p>https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolSportsGuidance/HealthSafetyPlanningGuide/Pages/default.aspx</p>	<p>Y</p>
<p>Limiting the sharing of materials among students</p>	<p>Limited shared items to the maximum extent possible.</p> <p>Items will be cleaned and disinfected when shared between uses.</p> <p>Students belongings will be kept in individually labeled containers; cubbies or lockers.</p>	<p>Same as Yellow</p>	<p>Mark Fiscus-Middle School Coordinator Janine Richards-Elementary Coordinator Classroom Teachers</p>	<p>Students in grades 4-8 may bring a digital device from home. Individual tablets or laptops will be provided for lower elementary grades. Sanitizer will be used if devices must be shared.</p>	<p>Y</p>

				Elementary students will be provided storage containers for individualized hands-on learning materials. Students will bring teacher requested writing/coloring tools in their own labeled pencil box.	
Staggering the use of communal spaces and hallways	Limit hallway use to increase social distancing.	Same as Yellow.	Robbie Martin-Administrator	Entrance and exit areas will be clearly marked. Signage for one way hallways and staircases. Schedules will be adjusted if needed.	N
Adjusting transportation schedules and practices to create social distance between students	Students from the same family should arrive and depart together. School districts will provide transportation and set safety guidelines. Students will wear masks upon arrival into the school.	Same as Yellow	Robbie Martin-Administrator	Administrator will communicate with local school district transportation coordinators.	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Class sizes will be limited to maximum number of students to maintain 6 feet social distancing.	Same as Yellow.	Robbie Martin-Administrator	Administrator will oversee patron applications and acceptance to school to ensure enrollment numbers. Additional classrooms may be used to	N

				accommodate spacing requirements.	
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A				
Other social distancing and safety practices	No or limited field trips, inter-group activities and extracurricular activities. No facility rentals until COVID restrictions are lifted.	Same as Yellow.	Robbie Martin-Administrator	All field trips; inter-group activities & extracurricular activities must be requested to administrator who will ma	

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 Covid-19 infectious disease guidelines as indicated by the Chester County Dept. of Health will be followed. Any individuals experiencing symptoms will be housed in the designated room in the school building.
- The school administrator will make decision regarding quarantine or isolation requirements of any individuals in the school.
- The Chester County Dept. of Health guidelines for return of staff and student return will be adhered.
- Administration will communicate with parents using the Chester County Dept. of Health guidelines and decisions will be made on individual basis.
- Virtual learning will be made available for any students unable to be in the school building.
- School administration will make notifications immediately of any positive Covid-19 diagnosis or exposure.
- All staff will be trained prior to school opening through professional development in-service days.

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	Weekly reminders to staff and families of importance to check temperature at home and to stay at home if sick. Onsite screening of staff & students.	Same as Yellow.	Robbie Martin-Administrator Becca Holt-Communication Director	Staff and patron weekly emails. Post resource on website https://www.chesco.org/DocumentCenter/View/54059/COVID-	Y

	<p>No staff or students with symptoms or temperature of 100.4 or above will be allowed in school.</p> <p>Staff and parents/guardians must notify school of absence because of Covid-19</p> <p>All visitors and volunteers will be tested for symptoms and temperature check at arrival in the office.</p>			<p>19-Screening-Guide_NonCCHD?bidId=</p> <p>Thermometers and Symptoms checklist at all monitoring sites and each classroom.</p>	
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Designate an isolation room.</p> <p>School will have adequate personal protective equipment for use.</p> <p>Immediately close off the area used by a sick person and do not use before cleaning and disinfection.</p> <p>Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the appropriate area.</p> <p>Parents/guardians will be made aware of classroom protocol.</p>	<p>Same as Yellow</p>	<p>Robbie Martin--Administrator</p>	<p>Isolation room designation.</p> <p>Provide cleaning and disinfecting products.</p> <p>Google Classroom online platform.</p>	<p>Y</p>

	<p>School will inform parents in the event their student must stay home due to illness or exposure.</p> <p>School will provide learning for students excluded from school for COVID who are well enough to continue learning</p>				
* Returning isolated or quarantined staff, students, or visitors to school	School will follow CCDoH recommended guidelines for re-entry to school.	Same as Yellow	Robbie Martin		N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Establish regular communication with the Chester County Health Department	Same as Yellow	Robbie Martin-Administrator	CCDoH website	N
Other monitoring and screening practices					

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

- All staff and students will wear face coverings when unable to 6 ft socially distance while teaching in the classroom and while transitioning in and around the school property. Face covering may be removed while seated in the classroom maintaining a 6 ft distance from others.
- Social distancing, face coverings, increased cleaning and consultation with the county will be implemented to protect higher risk students and staff. Virtual learning will also be offered.
- Substitutes will be hired through an outsourced vendor.
- Students will have access to remote learning. A guidance counselor is be available both at the school and virtually to students at home.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<p>Limit off campus travel.</p> <p>Limit movement in and out of the classroom.</p> <p>Enforce face coverings for adults working in classrooms with high-risk students.</p> <p>Staff will be diligent in wearing face coverings and should be cautious to join large groups.</p> <p>Students will be offered remote learning option.</p>	Same as Yellow.	Robbie Martin-Administrator	Google classroom	Y
* Use of face coverings (masks or face shields) by all staff	All adults must wear face covering when entering into school property.	Same as Yellow	Robbie Martin-Administrator	Provide Chester County Dept. of Health updates as received.	N

	<p>Mask Guidance provided by Chester County Dept. of Health will be shared with staff, volunteers, and visitors.</p> <p>Physical contact such as handshakes will be prohibited.</p>			Mask will be available in the office if needed by any staff; students; visitor; or volunteer.	
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>All students must wear face coverings while entering into school property and while in transition in hallways.</p> <p>All students must wear face coverings when 6 ft social distancing is unattainable in the classroom or other common area.</p> <p>Physical contact such as handshakes, fist-bumps; high fives; etc...will be prohibited.</p>	Same of Yellow	Robbie Martin-Administrator	Mask will be available in school office if needed.	N
Unique safety protocols for students with complex needs or other vulnerable individuals	Care plans and/or LSP's will be updated to include appropriate strategies for individual students.	Same as Yellow	Robbie Martin-Administrator		N
Strategic deployment of staff	Needs will be identified and accommodated on a daily basis	Same as Yellow	Robbie Martin-Administrator		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
Use of Google Classroom	Teachers/Students/Parents	Kim Smith-computer teacher	Teacher Inservice Classroom instruction Online tutorials Parent workshops	Google Classroom/tablets or laptops Gmail email account for each students	8/1/2020	9/30/2020
COVID Health and Safety Protocols	Staff/Parents/Students	Robbie Martin-Administrator Mark Fiscus Janine Richards Joycetta Wanner	Teacher Inservice Classroom instruction Patron communication via email & school website	Chester County Department of Health documents & checklists. Required safety equipment.	8/18/2020	9/30/2020

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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 Summary: **West Fallowfield Christian School**

Anticipated Launch Date: **August 18, 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">● WFCS administrator will ensure the protocols in the Health and Safety Plan are being carried out effectively. Staffing and disinfecting supplies will be adjusted appropriately.● WFCS will utilize cooperative purchasing networks as well as established vendor relationships to maintain an adequate stock of supplies meeting CDC requirements for COVID-19.● The frequency of disinfecting will be increased. Disinfecting activities will occur throughout all facilities at a minimum of once per day.● Checklists will be utilized to monitor the frequency of disinfecting high touch areas ensuring compliance with the reopening plan.● All staff will be properly trained regarding cleaning, sanitizing, disinfecting, and ventilation protocols prior to the return of school for the 20-21 SY. Employees will be required to demonstrate a firm understanding of the cleaning

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Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> ● Students are spaced in classes to maintain 6 feet social distancing with access to hand sanitizer. ● Students will be kept in grade level classrooms as much as possible. ● Communal spaces will be monitored to maintain social distancing. ● Outdoor spaces, with social distancing, will be used for lunches, recess and mask breaks. ● Proper handwashing and sanitizing will be implemented throughout the day to include entering and exiting classrooms, recess, lunch, and restroom breaks. ● All visitors and volunteers will be masked and vetted through the office. ● Social distancing will be the same based on the PA Department of Health guidelines and will be adjusted only if the guidelines from the state changes. ● All staff will be trained on social distancing and proper hygiene practices prior to the start of school. Staff will be allowed to ask questions at training. Clarification will be given.

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

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

Other social distancing and safety practices

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">● The Covid-19 infectious disease guidelines as indicated by the Chester County Dept. of Health will be followed. Any individuals experiencing symptoms will be housed in the designated room in the school building.● The school administrator will make decision regarding quarantine or isolation requirements of any individuals in the school.● The Chester County Dept. of Health guidelines for return of staff and student return will be adhered.● Administration will communicate with parents using the Chester County Dept. of Health guidelines and decisions will be made on individual basis.● Virtual learning will be made available for any students unable to be in the school building.● School administration will make notifications immediately of any positive Covid-19 diagnosis or exposure.

	<ul style="list-style-type: none"> All staff will be trained prior to school opening through professional development in-service days.
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff 	<ul style="list-style-type: none"> All staff and students will wear face coverings when unable to 6 ft socially distance while teaching in the classroom and while transitioning in and around the school property. Face covering may be removed while seated in the classroom maintaining a 6 ft distance from others. Social distancing, face coverings, increased cleaning and consultation with the county will be implemented to protect higher risk students and staff. Virtual learning will also be offered. Substitutes will be hired through an outsourced vendor. <p>Students will have access to remote learning. A guidance counselor is be available both at the school and virtually to students at home</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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