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.

Table of Contents

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: Souderton Charter School Collaborative

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)

X   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): 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)
Jennifer Arevalo	Administration	Both
Wendy Ormsby	Finance	Both
Kellie Martinjuk	Staff	Response Team
Lauren Dritsas	Mental Health	Response Team

| Jenny Marion | Board and School Community | 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: (INSERT TEXT)

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)**	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Increased sanitizing of all areas of the building at night. Increased daily cleaning of all shared spaces such as bathrooms, hallways and arrival/dismissal areas. Minimally three times a day. Outdoor learning will be encouraged. Staff will be trained on cleaning protocols prior to the start of school and if a return to school occurs, PD will be completed again.	CEO	Misters, COVID cleaning products that are CDC recommended. PPE for all cleaning staff	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Deep cleaning of building and classrooms prior to return to school. HVAC system will be checked	CEO	PPE, Rug Steamers, CDC recommended cleaning supplies, and removal on non-essential furniture within buildings	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: (INSERT TEXT)

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)

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**	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Classrooms will be split into smaller cohorts of students so they can be physically distanced in their rooms. All students will be required to wear masks as they move throughout the building. Specialists will travel to classrooms to provide instruction. They will be equipped with face shields, in addition to required face masks. Outdoor learning will be encouraged throughout the day. There will be no use of communal spaces with children entering/exiting the building through varied doorways that will be manned by adults. Visitors will not be allowed to enter the main building beyond the school foyer. Office personnel will be behind glass to mitigate contact. Staff members will have limited access to office. Transportation is managed by our authorizing district. State mandates for masks will be required and families may elect to transport their own children, if they are uncomfortable with procedures the district chooses for physically distancing the students. Optimal Cohort Numbers: K-4 (12-14), 5-8 (14-17)	CEO School Coordinator	PD will occur with all staff. Working groups will be established to ensure the smaller cohorts can be accommodated and at home protocols are clearly established. Prior to return to school staff will receive PD on safety measures being recommended by PDE, CDC and APA. Periodic checks of learning spaces will be made to ensure that all physical distance is being adhered to.	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Students will eat in their classrooms	CEO	N/A	N
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Students will receive on-going instruction on handwashing, use of tissues and not sharing supplies or food.	School Counselor School Nurse Teaching Staff	N/A	N
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Signs will be posted in highly visible areas that promote protective measures to stop the spread of germs.	School Counselor School Coordinator	Signs printed from CDC website	N
* **Identifying and restricting non-essential visitors and volunteers**	N/A	Non-essential adults will not be permitted to enter the building outside of the office foyer	CEO Office Staff	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**	N/A	Recess will occur daily for all students with limited equipment for easier sanitizing. PE classes will be held in outdoor spaces, as weather allows. When weather prevents this movement will happen within classrooms. Sports are N/A at the school	CEO Recess Coordinator PE Teacher	N/A	Y
Limiting the sharing of materials among students	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Students will have their own supplies to limit any sharing and the spread of germs.	Teaching Staff	Student supplies will be supplemented as needed	N
Staggering the use of communal spaces and hallways	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Auxiliary Staff will be present in shared areas to aid in students following hallway and bathroom protocols.	CEO Auxiliary Staff	N/A	Y
Adjusting transportation schedules and practices to create social distance between students	N/A	Transportation is handled by the sending districts. Communication between this LEA and transportation services will be promoted.	CEO	N/A	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Reduced classrooms will be taught by 1-2 teachers for the entire day in grades K-6. In MS, students may travel to their rooms with masks. Specialists will travel to the classrooms and will be properly attired with PPE.	CEO Teaching Staff	PPE	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	N/A	Parents and Administration will have on-going dialogue to ensure that students have safe transport to any after-school programs.	CEO	N/A	N
Other social distancing and safety practices	N/A	N/A			

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: (INSERT TEXT)

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	Administration and School Counselor, in coordination with teaching staff, will monitor students and staff who may need to quarantine while teaching remotely.	Daily students will be monitored at home and before entry into school. In accordance with Montgomery County Office of Public Health – COVID-19 exclusion requirements will be utilized. Upon entry students will be screened for fever, cough, shortness of breath (one of these symptoms). During the day and at home the following symptoms may present and the school nurse will be notified. Chills, fatigue, diarrhea, headache, and sore throat.	CEO Office Staff Teaching Staff School Nurse School Coordinator School Counselor	Touchless Thermometers and screening checklists	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	SCSC will move to all virtual learning if the state moves to Yellow Phase.	In accordance with Montgomery County Office of Public Health – COVID-19 quarantining requirements will be utilized. Immediately, staff or student will be separated. Isolation area will be created. Individuals who are demonstrating symptoms should go to a health care facility to be tested, if school nurse determines the symptoms fall under COVID-19	CEO School Nurse	PPE	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	SCSC will move to all virtual learning if the state moves to Yellow Phase.	In accordance with Montgomery County Office of Public Health – COVID-19 returning to school requirements will be utilized. In the event of a positive COVID diagnosis among a member of our community, SCSC will act to identify those who may have been exposed to the virus and work to contain the spread of infection. Specifically, we will close School immediately for at least a 24 hour period to allow for contact tracing, complete cleaning of the school building and determine the extent of possible transmission. Any student or adult who has come in close contact with the affected person will be required to have a COVID test, quarantine for 14 days and be symptom free for 3 days prior to returning to in-person learning. While quarantined, students can participate in virtual learning. In the event of symptomatic individuals, staff or student who tests negative may return to school 3 days after symptoms are no longer present. Staff or student who test positive may return to school after (3) days no fever, AND improvement of symptoms AND 10 days since symptoms first appeared.	CEO School Nurse School Coordinator School Counselor	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Communication will be on-going with families to involve them in the decision making, as the state and county issue guidance on returning to in-person instruction	School Communication Tools will be utilized to inform staff and families of school closures during the school year, in the event of an COVID outbreak. School will communicate with Montgomery County Office of Public Health to share information with the agency and its data collection management system.	CEO	N/A	N
Other monitoring and screening practices	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Families will be encouraged to share all travel of family members to high COVID-19 rate states or countries. Recommended 14 day self-quarantining upon return from travel. Virtual learning will be made possible when necessary. Close Contact to COVID Positive individuals – as defined by within 6 feet for 10 minutes or more, or household contact.	CEO School Nurse Office Staff	N/A	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: (INSERT TEXT)

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	SCSC will move to all virtual learning if the state moves to Yellow Phase.	Vulnerable Staff and Student information will be gathered and shared with staff. PPE will be provided to ensure the highest level of protection for them.	CEO School Coordinator School Nurse	PPE	Y
* Use of face coverings (masks or face shields) by all staff	SCSC will move to all virtual learning if the state moves to Yellow Phase.	School will follow the most current recommendations provided by the state for the use of face coverings by all staff within the building. Face Masks will be required for all students who are traveling by bus.	CEO	N/A	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	SCSC will move to all virtual learning if the state moves to Yellow Phase.	School will follow the most current recommendations provided by the state for the use of face coverings by all students within the building. Face Masks will be required for all students who are traveling by bus.	CEO School Counselor School Nurse Teaching Staff	N/A	Y
Unique safety protocols for students with complex needs or other vulnerable individuals	SCSC will move to all virtual learning if the state moves to Yellow Phase.	School will follow the most current recommendations provided by the state for the use of face coverings by individuals with complex needs or unique circumstances that would make tolerating masks or taking them off safely, a problem. Face Masks will be required for all students who are traveling by bus.	CEO School Counselor School Nurse Teaching Staff	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	SCSC will move to all virtual learning if the state moves to Yellow Phase. In this phase, the school nurse and school counselor will be monitoring and assisting families navigate virtual learning.	Auxiliary Staff will be used to monitor students who are entering/exiting the building, traveling throughout the building and using commonly used spaces	CEO	N/A	Y

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning and Sanitizing	STAFF	CEO	Video		08/01/2020	08/20/2020
Logistics – Physically Distancing and Classroom Set-ups	STAFF	CEO and School Coordinator	Virtual and In-person learning		06/30/2020	08/20/2020
Recess and Outdoor Activities	PE and Recess Staff	CEO	Virtual and In-person learning		07/03/2020	08/20/2020
Safe Utilization of Communal Spaces	Auxiliary Staff	CEO	Virtual and In-person learning		08/01/2020	Ongoing
Social and Emotional Health	STAFF	School Counselor	Virtual and In-person learning		07/05/2020	Ongoing
Monitoring COVID symptoms	STAFF	CEO and School Nurse	Virtual and In-person learning		08/15/2020	On-going
Safely Isolating and Quarantining Students and Staff	SCHOOL COMMUNITY	CEO, School Nurse and Office Staff	Virtual and In-person learning		09/09/2020	On-going

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Returning to School	SCHOOL COMMUNITY	CEO, School Nurse and Office Staff	Virtual and In-person learning		09/09/2020	On-going
Face Masks	SCHOOL COMMUNITY	CEO, School Nurse and School Counselor	Virtual, written communicationand In-person learning		09/09/2020	On-going

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
Cohorts and class configurations	Stakeholder	Administration	Email or school newsletter	07/03/2020	On-going
Face Masks	Stakeholder	Administration	Email or school newsletter	07/01/2020	On-going
Transportation	Stakeholder	Administration	Email or school newsletter	08/03/2020	On-going
At-home Learning Choices	Stakeholder	Administration	Email or school newsletter	07/03/2020	On-going
At-home Screening of Symptoms	Stakeholder	Administration	Email or school newsletter	08/15/2020	On-going
Travel and Self-quarantining	Stakeholder	Administration	Email or school newsletter	08/15/2020	On-going
Safety Protocols upon entering the School Building	Stakeholder	Administration	Email or school newsletter	08/15/2020	On-going
Communication with the Montgomery County Office of Public Health	Stakeholder	Administration	Email or school newsletter	07/06/2020	On-going

Health and Safety Plan Summary: Souderton Charter School Collaborative

Anticipated Launch Date: 08/18/2020

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
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	Frequent cleaning of surfaces and shared spaces. Enhanced daily cleaning.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**	Cohort learning to allow for physical distancing.
* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	Students and staff will eat in their classrooms/
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	Hand washing stations and frequent hand sanitizing will occur throughout the day and before eating.
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	Signs will be posted in highly visible locations.

Requirement(s)	Strategies, Policies and Procedures
* **Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes** **Limiting the sharing of materials among students**	No sports are offered at SCSC. Recess and PE classes will be held outdoors within restricted use of materials. Students will not share materials or food.
Staggering the use of communal spaces and hallways	Communal spaces and hallways will be monitored by auxiliary staff.
Adjusting transportation schedules and practices to create social distance between students	Transportation is handled by the sending districts.
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classroom cohorts will limit the number of students and allow for physical distancing.
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Coordination with after-school organizations will occur.
Other social distancing and safety practices	

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**	In accordance with Montgomery County Office of Public Health, students and staff will be monitored for symptoms, exposure history and COVID positive contact. Isolation and quarantining spaces will be created and returning students or staff will follow guidelines by the County. School will be in close communication with families and staff around any positive cases. This information will be shared with the county.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **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**	List of vulnerable staff and students will be created. Enhanced PPE will be provided and physical distancing protocols will be followed to provide greatest amount of safety. In accordance with the state and Montgomery County, all face masks recommendations will be followed for staff, students and those with complex needs. Auxiliary Staff will provide increased monitoring of students during the school day in shared spaces. They will also support teaching staff as issues emerge.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Souderton Charter School Collaborative** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 18. 2020**.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: **August 18, 2020**

By: Jennifer Arevalo/CEO

_____

(*Signature* of Board President*)

Jenny Marion

_____

(*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.