

March 11, 2020

Dear Families,

Although there are currently no confirmed cases of Coronavirus (COVID-19) in Allegheny County, Penn Hills Charter School of Entrepreneurship wants to reassure you that the health and safety of our students and staff is our top priority.

Penn Hills Charter is working closely with the Allegheny County Health Department (ACHD) to stay well informed and is currently developing an action plan in the event that a case is confirmed in Allegheny County. Below are some of the steps that our school is taking in an effort to be ready for the possible spread of the virus.

Health Services:

- Proper handwashing techniques and cough sneeze etiquette has been reviewed with the students and staff.
- Signs reminding everyone of the importance of frequent handwashing have been hung throughout the school building.
- Soap and water, to wash hands, are available in each classroom.
- In the unlikely event that students are briefly quarantined at school, the school will maintain an adequate supply of food (at least three day's worth).
- Students and staff are asked to stay home if they are ill, especially those who have recently traveled to South Korea, Italy, China, and Iran after March 4, 2020
- The school nurse will collect baseline data on student and staff absences and illnesses if directed to do so by the Allegheny County Department of Health.

Custodial Services:

- Custodial staff will continue to use hospital-grade disinfectants to clean frequently touched surfaces.
 - Hard surfaces include desks, doorknobs, phones, keyboards, and computer equipment.
 - The custodial staff has supplies to create thousands of gallons of hospital-grade disinfectant approved by the U.S. Environmental Protection Agency to kill the Coronavirus (and other related viruses).
- The school is creating a modified schedule and checklist for custodians to ensure enhanced cleanliness.
- PHCSE is working with its bus carriers to plan for the buses to be cleansed with an approved disinfectant.

Technology (in case of a necessary school closure)

- Parents/Guardians of 3rd - 8th graders will complete a technology needs audit to determine if a student needs Wi-Fi for online instruction in the event of a mandated school closure. An equipment distribution plan will also be created as all 3rd - 6th graders will receive a Chromebook Laptop for online instruction. 7th and 8th-grade students will utilize the Chromebook they were previously provided.
- Technology assistance for students will be available from the classroom teacher if needed.
- Help desk services will be offered to any staff needing technical assistance.

Alternative Instruction (in case of necessary school closure and upon approval by the Pennsylvania Department of Education)

- Staff will be prepared for the online instruction of students
 - Instructional hours are from 8:30AM-3:00PM, Monday-Friday.
 - Grades K-2 teachers will check in with parents via email daily.
 - Grades 3-8 teachers will be logging onto Google Classroom daily to assign, communicate and instruct students as needed.
- Instructional plans will be developed for students:
 - K-2 will receive paper copies for all instructional assignments.
 - Grades 3 through grade 8 will have online access to Google Classroom.
- Teachers may use Google Hangout to communicate with students.
- If school is canceled due to coronavirus, days one and two will be for staff professional development and teacher work time to prepare for the varying instructional delivery. Instruction of students will begin on the third consecutive day of the closure.
- Teaching staff will be responsible for monitoring student work, providing feedback and direction, and altering learning experiences as needed.
- An online agreement will be drafted for parents/guardians to verify receipt of student coursework. Completion of student work may need to be verified by parents/guardians.
- The Special Education department will work with core content teachers to modify, accommodate, and develop lessons to meet the needs of students' IEPs, and ensure that lessons are appropriate based on the documented student need.
- Special education teachers will monitor students and provide ongoing virtual support to meet individual needs.
- The School Counselor/Social Worker and School Psychologist will virtually check-in with students to provide social and emotional support to meet student needs.
- The School Counselor/Social Worker will continue to be the liaison for students and families in need of county support services.
 - Mon Yough (MHP) personnel will work with families to transfer school-based mental health support services to local clinics if school buildings are closed.

Travel Recommendations

- Individuals who have traveled to the U.S. from South Korea, Italy, China, and Iran after March 4, 2020, are directed to self-quarantine for 14 days upon returning to school.
- Currently, there are no travel restrictions to locations within the U.S. However, if students or staff are traveling out of the country, or to an area of the U.S. that is known to have Coronavirus, please notify the school.

Anyone concerned about symptoms or possible exposure should stay home and contact his/her health care provider. Symptoms of COVID-19 include a fever, cough, and shortness of breath. The best way to prevent the spread of this virus includes:

- Washing your hands often with soap and water for 20 seconds;
- Avoiding touching your face, especially your eyes, nose, and mouth;
- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash or covering your cough or sneeze with your elbow. **DO NOT USE YOUR HANDS**
- Staying home when you are sick. Students need to be fever-free for 24 hours without medication (Tylenol or Motrin) before returning to school.

The teachers, school nurses, and staff are encouraging students to practice these effective habits with our students in school. We ask that you also encourage these practices at home.

Thank you for your support and cooperation as we work together to provide a healthy and safe learning environment for our students and staff.

Sincerely,

Wayne Jones
CEO

