Phased School Reopening
Health and Safety Plan Template

The Penn Hills Charter School of Entrepreneurship (PHCSE) Health and Safety Plan will serve as the local guide for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan is tailored to the unique needs of PHCSE, and has been developed based on the recommendations of local, state, and national health agencies. Given the dynamic nature of the pandemic, our plan incorporates enough flexibility to adapt to changing conditions. The templates provided herein will be used to document PHCSE'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. This plan will be approved by PHCSE's Board of Trustees and posted on our website prior to the reopening of school. PHCSE will 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.

PHCSE will continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions will be reviewed and approved by the Board of Trustees.

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Introduction

Penn Hills Charter School of Entrepreneurship (PHCSE) developed this reopening plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe, while reducing the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Pennsylvania Department of Health (DOH), Pennsylvania Department of Education (PDE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). This guide provides a framework for PHCSE to use, as appropriate, for ensuring the educational achievement of all students. The daily health precautions outlined herein are prescriptive, as they are developed in collaboration with the Pennsylvania Department of Education, CDC Guidance and the governor's office. This document serves as a resource for PHCSE to use in local decision making, and will be continuously revised as we collaborate with the Allegheny County Health Department, PDE, and receive feedback from our PHCSE community.

Pennsylvania Department of Education Reopening Guidelines:

All school activities must be guided by Governor Tom Wolf's Process to Reopen Pennsylvania and Pennsylvania Department of Education recommendations for PK-12 schools. The designations below recommend how schools and districts should reopen:

Governor Wolf's Guidelines	PDE Guidelines
Green Phase: The green phase eases most restrictions with the continued suspension of the stay at home and business closure orders to allow the economy to strategically reopen while continuing to prioritize public health.	(*Low*) **Full In-person Model:** School is open each day with in-person instruction for all students (with some students/staff in a remote setting as health and safety concerns require).
Yellow Phase: In the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, hair and nail salons, as well as limitations around large gatherings, remain in place.	(*Moderate*) **Blended (Hybrid) Learning Model:** Any model in which the number of students in a school building is reduced to allow for social distancing of 6 feet. This may be accomplished in many ways, including split schedules, schedules that rotate by day or week, or similar approaches. For these recommendations, blended learning also includes scaffolded approaches that treat grade levels in a differentiated manner.
Red Phase: The red phase has the sole purpose of minimizing the spread of COVID-19 through strict social distancing, non-life sustaining business, school closures, and building safety protocols.	(**Substantial**) **Full Virtual Model** Any model in which all students engage in all learning remotely.

TYPES OF REOPENING

Given the dynamic nature of the COVID-19 pandemic, PHCSE will adhere to PDE's guidance as it evolves with further research, data, and resources. These recommendations will be adjusted as new information becomes available, in order to decrease the risk of exposure for our staff, students, and community. Each quarter or 9 weeks, parents/guardians will have the choice of full-time virtual or in-person instruction.

Full in-Person Model: The school is open each day with in-person instruction for all students (with some students/staff in a remote setting as health and safety concerns require). Traditional in-school model with limited social/physical distancing (3 - 6 feet apart). All students will report to the school daily. *Students will have the option of full-time virtual instruction upon parent/guardian request.*

Blended Learning Model: The capacity of the school is reduced by 50% or more.

K-6 grade classrooms will not have more than twelve (12) students. Students will remain at least 6 feet apart and are not permitted to share materials and supplies. All 7th & 8th grade students will learn virtually. *All students will have the option of full-time virtual instruction each quarter upon parent/guardian request.*

*A hybrid learning model can also be considered at the discretion of the CEO, whereas all classrooms K-8 will operate at 50% capacity and remain together, alternating weekly between in person and virtual instruction. Students will have the option of full-time virtual instruction upon parent/guardian request.

Full Remote Learning Model: School facilities will be closed and all instruction will be provided virtually. Only essential staff will be permitted on site.

There are numerous concerns that PHCSE will address regarding each scenario. In addition, our Multi-Hazard Emergency Operations Plan (EOP) addresses the prevention of illness in the event of widespread community infection and applies to all students, prospective and current PHCSE staff as well as volunteers, contractors, and consultants.

PANDEMIC RESPONSE COMMITTEE

The [Multi-Hazard Emergency Operations Plan (EOP)](#) will help us respond to multiple emergencies.including pandemic illness planning. The Pandemic Coordinator and/or Pandemic Response Committee has defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The Pandemic Coordinator and Committee are responsible for facilitating the local planning process, monitoring implementation of our 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.

The Pandemic Coordinator is responsible for both (Plan and Response Team):
- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan
- **Pandemic Response Committee:** Individuals will make decisions regarding response efforts in the event of a confirmed positive COVID-19 case or exposure among staff and students/families.

Pandemic Response Committee	
Individual(s)	Summary of Responsibilities
CEO (*Public Information Officer* and *Media Contact*)	● In consultation with school and community health officials, and consistent with guidance offered by the CDC, draft communication messages for school community members that provide updated information about COVID-19 and how to remain healthy. All of these communications should include current information about actions schools are taking to help ensure safety and provide guidance that empowers caregivers to help students cope with this health crisis. ● Draft several communications and social media posts for (a) when the illness is confirmed in the community, (b) when a significant number of students are found ill, and (c) when schools need to close due to the illness. ● Identify multiple communication outlets (e.g., television, social media, email, letters home, voicemail) through which these messages might be shared. ● Share information for parents on how to talk to support their children
Director of Operations and Innovation (*Committee Coordinator*)	● Promote daily preventive actions for all staff, students, and families. For example, schools should encourage students to engage in health-promoting behaviors that prevent illnesses: ○ Wash hands multiple times a day for at least 20 seconds. ○ Don't share food or drinks. ○ Encourage students and school staff members to eat a balanced diet, get enough sleep, and exercise regularly to help develop strong immune systems capable of fighting illness. ○ Transportation, PPE, Social Distancing for all Students ○ Facility Readiness, food, nutrition and wellness ● Consider changing the air conditioning system filters; during the day, where possible, increase ventilation. ● Following each school day, the school should be thoroughly ventilated and cleaned. This can be done by opening all doors and windows or turning the air conditioning or heating systems up.

	● Ensure that school administrators can control access to the buildings. The school should have a plan to close certain entrances and exits, and to monitor others. ● To prepare for disease outbreaks, identify a main entrance and an indoor area where students and staff can be screened prior to moving to classrooms or other areas of the school.
Dean of Students	● Mental Health, Crisis/Trauma, McKinney-Vento (homeless) – Housing Insecurity, Foster Care, Health Services, Supports for Staff ○ Arrange for and provide emotional support and grief counseling to staff and students if needed. ● School personnel should provide caregivers with information regarding how to address the stress that might be generated by COVID-19. In addition to being told who to contact if they want help addressing their child's anxiety about this virus, they should be advised that striving to find ways to make the danger associated with COVID-19 more predictable and controllable reduces how threatening their children will view the situation. Specifically, youth should be provided with developmentally appropriate information that (a) helps them to accurately gauge the threat presented by this disease and (b) reduces their risk of getting sick. In addition, giving students concrete things they can do to keep themselves and others healthy will reduce stress. And finally, highlight the actions that adults are taking to ensure student safety. See the companion document "Preparing for Infectious Disease Epidemics: Brief Tips for School Mental Health Professionals."
Director of Curriculum and Instruction	● Academic Programming & Instructional Support (in-person & virtual) ● Curriculum Committee (Plan curriculum writing for more than one delivery model to include instructional delivery strategies and MTSS for students) All content areas will be included. ● Identify student programming that will continue in 20-21 to include brick and mortar and online ● Master Schedule and Course Selection (Review and recommend what courses will be offered) and how classes will be scheduled for teachers and students based on delivery models selected and include how MTSS will be delivered in the identified virtual learning environments as well as in brick and mortar ● Calendar committee (Identify and develop a timeline for processes and ongoing activities, i.e., trainings, communications, scheduling, rollover, grade reporting, state reporting, federal reporting, mailings, etc. to pace the work. ● Review and share budget concerns based on student program options to include the school programs ● Identification of what systems will be used/supported by PHCSE: Educational (curriculum, software); Software (District systems)
Human Resources Director	● Ensure employee certifications, handbook, benefits, and procedures are up to date per DOH and PDE
Principal	● Administrators should begin to consider how they would maintain essential operations should COVID-19 affect their school. Previously issued guidance, provided by the U.S. Department of Education, titled Preparing for the Flu: Department of Education Recommendations to Ensure the Continuity of Learning for Schools (K–12) During Extended Student Absence or School Dismissal, will support such considerations. Among the issues this emergency operations plan (EOP) should address are the continuity of learning activities (e.g., how to continue learning activities if there are school closures or extended absences), order of succession and delegation of authority (e.g., who makes decisions should school administrators get sick), how to maintain essential school operations (e.g., what are

	the essential activities that must not be interrupted, such as payroll, and how will they be maintained during school closures), and guidelines for school staff members (e.g., who needs to continue working even during school closures). ● Finally, begin to consider actions that would be taken should COVID-19 actually be present within a school. The companion document "Preparing for a Pandemic Illness: Guidelines for School Administrators and Crisis Response Teams" provides such guidance.
School Nurse	● Implement public health actions including activities that help reduce the spread of infectious diseases. For example: ● Know the symptoms of COVID-19 and ensure that information is made available to the school community in developmentally appropriate ways. ● Provide training about virus transmission and control measures. Train students to cover their mouths with a tissue when they sneeze or cough and throw out the tissue immediately, or to sneeze or cough into the bends of their elbows. ● Educate employees, visitors, and primary caregivers not to come to the school if they have flu symptoms. Reinforce for families to keep sick children home. ● Establish or reinforce procedures for how families let the school know if their child is sick. These procedures should include letting the school know why the student has been kept home so as to be able to track symptoms. If children are diagnosed with COVID-19, parents must let the school know so they can communicate with, and get guidance from, local health authorities. ● School health professionals might consider interviewing flu-like illness cases for pandemic risk factors and following CDC guidelines for health professionals regarding next steps. ● Begin to conduct active surveillance to identify influenza cases (e.g., review temperature logs; triage "sick" calls, hospitalizations, staff absences, unexplained deaths) ● Assess adequacy of infection-control supplies and review distribution plan. ● Identify areas within the school facility that can be used for isolation and quarantine. ● Develop plans for stockpiling and distributing infection-control supplies. ● Initiate screening for flu-like illnesses at the front desk and nurses' offices. ● Isolate and send home staff or students with flu-like symptoms, utilizing supervised isolation areas in the school—access to this room should be strictly limited and monitored (i.e., parents picking up their ill children should be escorted to and from the isolation area), and a carefully monitored student checkout system should be activated
Special Education Coordinator	● Plan for the delivery of instruction strategies and supports for students with disabilities who have either IEPs or 504 Plan and extend learning opportunities with a focus on Equity. A focus on include MTSS and the relationship between support systems, i.e., primary and secondary supports.

KEY STRATEGIES, POLICIES, AND PROCEDURES

Once PHCSE has determined the type of reopening that is best for our local community, will use the action 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 Reopenings.

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 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

1. How will you ensure the building is cleaned and ready to safely welcome staff and students?
2. How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
3. What protocols will you put in place to clean and disinfect throughout an individual school day?
4. 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:

In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned throughout the day in student/staff occupied areas. In addition, touchless bottle fillers are being installed when possible to limit the amount of contact. Electrostatic Foggers may be used to disinfect spaces suspected of illness/germs and disinfectant will be available to all students/staff and all learning spaces at all times. There will be a focused cleaning of the building nightly or prior to student arrival. The Director of Operations and Innovation, and the School Nurse will provide professional development and appropriate cleaning resources to all maintenance staff, building operators, and cleaning personnel.

PHCSE will continue to determine sanitizing schedules, protocols for cleaning surfaces in all areas of the building, checklists for before and after-school consistent with the established health and safety protocols below:

Requirement	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)	● Cleaning and Hygiene ● PHCSE staff will use the signage provided to designate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. ● Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) ● Throughout the day, give special attention to commonly touched surfaces by wiping down surfaces. ● Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk to people using the facility. ● Provide cups or alternative procedures to minimize use of water fountains. ● Electrostatic foggers may be used to disinfect the building spaces. ● Focused cleaning on building nightly.	(Same as Yellow)	Nurse/Lead Custodian	● Soap ● Sanitizer with at least 60% alcohol ● Disinfectant wipes ● Cups	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	● Facilities Cleaning ● Any additional cleaning that is identified by the school will follow the CDC guidelines for cleaning, sanitizing, disinfecting and ventilating				N

Social Distancing and Other Safety Protocols

Social distancing practices within this plan must be adhered to by all PHCSE faculty, staff and students. These practices are essential baseline actions in order to minimize the risk of exposure to COVID-19 for students, staff, and families.

Key Questions
1. How will classrooms/learning spaces be organized to mitigate spread?
2. How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
3. What policies and procedures will govern use of other communal spaces within the school building?
4. How will you utilize outdoor space to help meet social distancing needs?
5. What hygiene routines will be implemented throughout the school day?
6. How will you adjust student transportation to meet social distancing requirements?
7. What visitor and volunteer policies will you implement to mitigate spread?
8. Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
9. 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:

While in the Green Phase, the student schedules will be structured to allow for 3-6 feet of social/physical distancing. Teachers will design learning spaces with respect to physical distancing to the maximum extent possible. The school will limit the number of assemblies happening during the school day in an effort to avoid large congregations of people. Visitors will be limited and/or restricted when feasible.

- The cafeteria will be used to the least amount possible for breakfast and lunches.
- When students are in the cafeteria for meals, modifications will be made to reduce contact. All students will be offered a Grab and Go breakfast and required to eat breakfast in their classrooms daily. K-6th graders will eat lunch in the cafeteria on a rotating basis, mindful of social and physical distancing. 7th and 8th grade students will eat lunch in their classrooms on a daily basis . All food, utensils, and condiments will be plastic wrapped and or covered. Floor markings in the cafeteria will be used to indicate 3-6 feet physical distance in food service lines. In addition, groups entering the cafeteria will be staggered to minimize contact, and all surfaces will be disinfected between serving sessions.
- The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times per day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements on hand-washing best practices, good hygiene, and social distancing.
- All students will have access to hand sanitizers in the school building. There will be highly visible signage throughout the facility highlighting topics such as handwashing, personal hygiene, and social distancing.

follow the recommendations of the PHCSE Athletic Director, WPIAL, and PIAA. Weather permitting, all physical education classes will be conducted outside and all sports equipment will be cleaned before/after use. Activities will be designed and implemented to maintain social distancing guidelines

- During recess, the students and staff will follow CDC recommendations by limiting one grade level to the playground at a time.
- Physical education classes will be conducted outside (weather permitting) or within a contained space indoors, and all equipment will be cleaned before/after use. All activities will be designed and implemented to maintain social distancing guidelines.
- In an effort to limit the sharing of materials among students, students will utilize their own instructional supply kit with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared devices between uses.
- In an effort to limit the sharing of materials among prep academy students, all students are assigned their own personal lockers. Shared devices will be cleaned between uses.
- Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. Directional signage may assist in social distancing in communal spaces, and members of the Pandemic Committee will share PHCSE's Reopening Health and Safety Plan with visitors when necessary.

In the event that the school must return to the yellow phase, more restrictive procedures will be implemented while maintaining all precautions from the green phase. For scheduling, a modified face-to-face instructional calendar will be created to limit the number of people at any given time to follow social distancing guidelines. Approximately 50% percent of students will be present at any given time in each classroom. A rotational schedule allowing for face-to-face and virtual instruction will ensure social distancing requirements are met in all settings. Cafeteria spaces will be utilized since these spaces are large enough to maintain social distancing guidelines considering that only half of the learners will be present at any given time. Students will be given assigned seats in classrooms and the cafeteria.

Requirement	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	● Social Distancing and minimizing contact**.** ● Only half the students will be present at any given time in each classroom. ● A rotational schedule has been developed that allows for face-to-face and virtual instruction. This will allow all for social distancing requirements to be met in all settings.	● Master schedules will be designed to maximize space to the maximum extent feasible ● Instructors will design learning spaces with respect to social distancing to the maximum extent possible	Lead Custodian Director of Operation and Innovation	● Soap ● Sanitizer with at least 60% alcohol ● Cleaning and Disinfecting ● EPA approved disinfectant for SARS-CoV-2 ● Building schedules	**Y**

| * **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms** | ● Cafeteria has limited usage for breakfast an lunch.
● Alternative approaches to breakfast/lunch service that provide for physical distancing and enhanced cleaning of surfaces between service times.
● Discontinue the use of any self-service food or beverage distribution in the cafeteria (e. g. meals and/or snacks served at school should be individually packaged and served directly to students; milk or juice may be available separately and should also be served directly to students) As always, ensure the safety of children with food allergies.
● Only half the students will be present at any given time in each classroom.
● Cafeteria spaces when used. These spaces are large enough to maintain social distancing guidelines considering that only half of the learners will be present at any given time.
● Limit the number of assemblies
● Plexiglass barriers
● Distance marking on the floor (6 feet).
● Disposable trays and utensils.
● Individual condiments.
● Signage.
● Additional staff to serve and monitor the lunches.
● Food service lines will have plexiglass partitions installed | ● Limit the number of assemblies
● Grab and Go Breakfasts available
● All food, utensils, and condiments will be handed to students
● Markings will be used to indicate 6 feet distances in food service lines
● Utilize other school spaces for student seating during lunch when available
● Groups entering will be staggered as to minimize contacts
● All surfaces will be disinfected between serving sessions | | ● Plexiglass barriers
● Distance marking on the floor (6 feet).
● Disposable trays and utensils.
● Individual condiments.
● Signage.
● Additional staff to serve and monitor the lunches. | |

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	● All food, utensils, and condiments will be handed to students ● Markings will be used to indicate 6 feet distances in food service lines ● Utilize other school spaces for student seating during lunch when available ● Groups entering will be staggered as to minimize contacts ● All students will be seated the same way ● All surfaces will be disinfected between serving sessions ● All food will be handed to students by cafeteria staff including condiments and utensils.				
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Cleaning and Hygiene ● Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage ● Student and staff training ● School announcements include training and reminders on hand-washing and best practices ● All students will access hand sanitizer when being transported and/or entering the building.	● Encourage handwashing and the use of hand sanitizer multiple times a day through staff and signage ● Student and staff training ● School announcements include training and reminders on hand-washing and best practices ● All students will access hand sanitizer when being transported and/or entering the building.	School Nurse, Teachers, Administrators and Leadership	Hand Sanitizer throughout the building	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Communication and Signage ● Highly visible signage in the building highlighting topics such as handwashing, personal hygiene, social distancing	● Highly visible signage in the building highlighting topics such as handwashing, personal hygiene, social distancing	Director of Operations and Innovation, custodial staff, School Nurse	Signage	N

| * **Identifying and restricting non-essential visitors and volunteers** | ● Prohibit visitors in schools, unless emergency situations and enrollment.
● Require temperature checks and a symptoms check for any visitors.
● Conduct a simple screening questionnaire. | ● Prohibit visitors in schools, unless emergency situations and enrollment.
● Require temperature checks and a symptoms check for any visitors.
● Conduct a simple screening questionnaire. | Leadership | Signage | N |

Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	• Keep students and teachers in small cohort groups that stay together as much as possible during the day, and from day to day Limit mixing between cohort groups as much as possible (e g , during recess, lunch in the cafeteria, arrival and dismissal, etc) • Follow the recommendations outlined in CDC Consideration for Youth Sports • Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using playground equipment simultaneously, etc. • Incorporate virtual events such as field trips, parents/family meetings, assemblies, and performances where possible • Social distance implemented • Limit 1 grade level to the playground at a time	• Keep students and teachers in small cohort groups that stay together as much as possible during the day, and from day to day Limit mixing between cohort groups as much as possible (e g , during recess, lunch in the cafeteria, arrival and dismissal, etc) • Follow the recommendations outlined in CDC Consideration for Youth Sports • Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using playground equipment simultaneously, etc. • Incorporate virtual events such as field trips, parents/family meetings, assemblies, and performances where possible. • Social distance implemented • Limit 1 grade level to the playground at a time	Leadership, Physical Education Teacher, classroom teachers	Cleaning/Disinfectant supplies	N

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| **Limiting the sharing of materials among students** | ● Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
● Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection procedures.
● Students will utilize their own tool box to limit the sharing of resources including pencils, scissors, glue, etc.
● Cleaning of shared devices between uses Elementary School
● Students will utilize their own tool box to limit the sharing of resources including pencils, scissors, glue, etc.
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● Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection procedures.
● Students will utilize their own tool box to limit the sharing of resources including pencils, scissors, glue, etc.
● Cleaning of shared devices between uses Elementary School
● Students will utilize their own tool box to limit the sharing of resources including pencils, scissors, glue, etc.
● Cleaning of shared devices between uses | Classroom teachers

Leadership | Cleaning/Disinfectant supplies

Individual boxes | N |
| **Staggering the use of communal spaces and hallways** | ● Create transition schedules that minimize the number of students and staff in common spaces including hallways, cafeteria, etc.
● Students will be significantly | ● Create transition schedules that minimize the number of students and staff in common spaces including hallways, cafeteria, etc.
● Students will be significantly reduced at any | | | N |

	reduced at any given time in each classroom when possible ● Communal space use will be governed by the building schedule. Schedules are designed to limit the interaction of groups. ● Directional signage may assist in social distancing in communal spaces.	given time in each classroom when possible ● Communal space use will be governed by the building schedule. Schedules are designed to limit the interaction of groups. ● Directional signage may assist in social distancing in communal spaces.			
Adjusting transportation schedules and practices to create social distance between students	● PHCSE will follow the district/contract policies. ● Members of the same family will be encouraged to sit together on the bus when possible. ● students are required to wear a mask on school transportation, Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on an individual basis.	● All students will use hand sanitizer when entering the bus. ● Members of the same family will be encouraged to sit together on the bus when possible. ● students are required to wear a mask on school transportation.	Transportation school districts contractors Dean of Students	Cleaning/disinfectant supplies hand Sanitizer Temperature check equipment	Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	● Arrange desks or seating so that students are separated from one another by 6 feet when feasible. If it is not possible to arrange seating 6 feet apart, consider having all students sit facing the same direction (i e , all sitting on the same side of a table), or using barriers between students. ● Social Distancing and minimizing contact ● A modified face-to-face instructional calendar will be created with approximately half of the students population in	● Master schedules will be designed to maximize space to the maximum extent feasible. ● Instructors will design learning spaces with respect to social distancing to the maximum extent possible. ● Limit the number of teacher changes when possible. ● restricting volunteers, presenters, and parent visitors when feasible.	Leadership Classroom teachers	Building schedules	N

	each class will be present at any given time. Thi will allow social distancing guidelines to be followed.				
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	● Members of the Pandemic Committee will share PHCSE's Reopening Health and Safety Plan as appropriate.	● Members of the Pandemic Committee will share PHCSE's Reopening Health and Safety Plan as appropriate.	Leadership Team	School Reopening Plan	N
Other social distancing and safety practices	● Reinforce effective hygiene practices with students and staff ● Hand sanitizer will be available in all classrooms and school settings				N

Key Questions

1. How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
2. 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)?
3. 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?
4. Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
5. What conditions will a staff or student confirm to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to return?
6. How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
7. 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?
8. Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided?
9. How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

While opening under the guidance of the green phrase, PHCSE will make a significant effort to monitor the health of all individuals of the school community, in an effort to monitor students and staff for symptoms of COVID-19. Anyone who presents with a fever of 100.4 degrees fahrenheit will be asked to return home for observation. Students will be required to remain isolated until a parent or guardian is available for pick up. Anyone who presents with a fever will be issued a second temp check after 15 minutes to ensure accuracy. A staff member who presents with a fever may be asked to return home and not return until he/she is afebrile (<100.4) for 24 hours without the use of fever reducing medications.. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room, etc.) until he/she is able to safely leave the school building. Any person returning to school after testing positive for COVID-19 must have a doctor's excuse stating that returning to school or work is safe for both the individual and others.

All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through Skyward, School Messenger, the school's website, and social media outlets.

Requirement	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	**Monitoring Suspected COVID-19** ● Students who present with a fever may be asked to return home for observation by a family member. Anyone who presents with a fever may be issued a second temp check after 15 minutes to ensure accuracy. ● A staff member who presents with a fever may be asked to return home and not return until he/she is fever free. Anyone who presents with a fever will be issued a second temp check within 15 minutes to ensure accuracy. ● Students who present with a fever may be asked to return home for observation by a family member. Anyone who presents with a fever may be issued a second temp check within 15 minutes to ensure accuracy.	● Students who present with a fever may be asked to return home for observations by a family member. Anyone who presents with a fever will be issued a second temp check after 15 minutes to ensure accuracy.	Leadership Team Transportation Contractors School Nurse Teachers and staff	Temperature check equipment Hand sanitizer Mask and gloves	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	**Monitoring Suspected COVID-19** ● Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office) until he/she is able to safely leave the school.	● Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room, etc.) until he/she is able to safely leave the school.			Y
* Returning isolated or quarantined staff,	**Monitoring Suspected COVID-19** ● Any person returning to campus	● Any person returning to campus after experiencing a confirmed	Leadership	NA	N

students, or visitors to school	after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building.	case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building.			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	● Ensure that if a person with COVID-19 was in the school while infectious, school administrators coordinate with local health officials to notify staff and families immediately while maintaining confidentiality with FERPA and all other state and federal laws. ● PDE to communicate updates via gov delivery email, website postings and social media. ● Approximately half of students will be present at any given time in each classroom. ● All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through School Messenger, the school website, and social media outlets.	● All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through School Messenger, the school website, and social media outlets.	Leadership	School Messenger School website Social Media outlets	N
Other monitoring and screening practices	**Symptoms Checklist** ● The school nurse will communicate with the PA Department of Health and actively monitor all information that is relevant to the COVID-19 crisis. ● Encourage parents to communicate with school nurse via phone or email if student/household member has	● The school nurses will communicate with the PA Department of Health and actively monitor all information that is relevant to h to the COVID-19 crisis.	School Nurse	PA Department of Health website and email correspondence	Y

	possibly been in contact with person with COVID ● Nurse to monitor COVID situation via ACHD/PA DOH websites			

Key Questions

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

Summary of Responses to Key Questions:

In the green phase, instruction will be offered to students in person, with the option of virtual instruction upon request. Staff at risk of severe COVID-19 infection will be addressed on an individual basis. Staff members and students are required to wear a mask daily, unless they are six feet apart and or eating and drinking. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on an individual basis. Appropriate accommodations will be made to fully support the health and safety of all PHCSE students and staff.

During the yellow phase, approximately half of the students will be present at any given time in each room. All staff members and students will be required to wear a mask unless they have a medical condition. Protocols for students with exceptionalities will be addressed on an individual basis and appropriate accommodations will be made to fully support their safety and learning.

Requirement	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	● Develop and implement an individual plan for addressing needs for students and school personnel with special healthcare needs that place them at higher risk for severe illness related to exposure to COVID-19. This may include enhanced modifications such as virtual learning for high-risk and quarantined students and employees. ● Due to the hybrid learning schedule, approximately half of the students will be present at any given time in each classroom.	● All students will be provided with a full virtual learning environment if they choose. ● Staff will be addressed on a case by case basis.	Leadership Team	Virtual Learning Devices	N

	● All students will be provided with a full virtual learning environment if they choose. ● Staff will be addressed on a case by case basis.				
* Use of face coverings (masks or face shields) by all staff	● Require all persons on school grounds and utilizing school transportation to wear facemasks. School nurses or personnel who care for sick persons should utilize appropriate PPE. PPE will be provided by PHCSE if necessary ● PHCSE will display environmental print promoting infection control strategies (i.e. cough/sneeze etiquette, proper handwashing, appropriate use of facemasks, physical distancing, importance of staying home when sick, etc.). ● Education and training for all employees must be provided on how to properly put on, use, take off, and dispose of PPE. Adequate education must be provided for all school personnel to know and recognize the most likely symptoms of COVID-19 and how to protect employees and students from Transmissions. This training could be done via a Powerpoint. ● Staff members will wear a mask.	Staff members are required to wear a mask.	Leadership Team	Masks	N
* Use of face coverings (masks or face shields) by older students (as applicable *Protocols for students with exceptionalities will be addressed on a case by case basis; appropriate accommodations will be made to fully support their safety and learning.*	● Require all persons on school grounds and utilizing school transportation to wear facemasks. School nurses or personnel who care for sick persons should utilize appropriate PPE. PPE will be provided by PHCSE if necessary ● PHCSE will display environmental print promoting infection control strategies	Students are required to wear a mask	Leadership Team	Masks	N

If there are students who rely on reading lips for communication, staff members and other students will be given clear masks/plastic guards to allow those students communication between themselves and others with whom they come in contact.	(i.e. cough/sneeze etiquette, proper handwashing, appropriate use of facemasks, physical distancing, importance of staying home when sick, etc.). ● All students will wear a mask. ● Protocols for students with exceptionalities will be addressed on a case by case basis; appropriate accommodations will be made to fully support their safety and learning.				
Unique safety protocols for students with complex needs or other vulnerable individuals	● Communication with homeless, foster or otherwise highly mobile youth may have been more challenging during the school-building closure and as PHCSE transitions back to school. Additionally, PHCSE may face increased needs that are not strictly 'achievement needs'. PHCSE will need continued support in using data to identify increased need and community partnerships to address the need. PHCSE will collaborate with local agencies and organizations to identify needs and maximize support of vulnerable youth. PHCSE will utilize various support mechanisms to ensure vulnerable youth receive equitable academic services and non-academic support. ● Protocols for students with exceptionalities will be addressed on a case by case basis; Appropriate accommodations will be made to fully support their safety and learning.	● Communication with homeless, foster or otherwise highly mobile youth may have been more challenging during the school-building closure and as PHCSE transitions back to school. Additionally, PHCSE may face increased needs that are not strictly 'achievement needs'. PHCSE will need continued support in using data to identify increased need and community partnerships to address the need. PHCSE will collaborate with local agencies and organizations to identify needs and maximize support of vulnerable youth. PHCSE will utilize various support mechanisms to ensure vulnerable youth receive equitable academic services and non-academic support. ● Protocols for students with exceptionalities will be addressed on a case by case basis; Appropriate	Leadership Team School nurse School Counselor/School Social Worker	NA	N

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		accommodations will be made to fully support their safety and learning.			
Strategic deployment of staff	● Staff will be on campus for academic instruction.	● Staff will be on campus for academic instruction.	Leadership Team	NA	N

HEALTH AND SAFETY PLAN PROFESSIONAL DEVELOPMENT

The success of our 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, the following components of our professional learning plan is documented.

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

Topic	Audience	Lead Person and Position	Mode of Communication	Materials, Resources, and/or Supports needed	Start Date	Completion Date
Handwashing, Social Distancing Protocols, Staff/Student Safety Procedures	All Staff	School Nurse	Faculty Meeting	Disinfectant and equipment use directions Handwashing, social distancing protocols, staff/student safety procedures-CDC guidelines Reopening Health and Safety Plan	7/2020	
Temperature checks	All Staff	School Nurse	Faculty meeting	Temperature check equipment	7/2020	
Signs and symptoms of COVID-19	All Staff	School Nurse	Faculty meeting	Temperature check equipment Sign and Symptoms of COVID-19 CDC guidelines	7/2020	
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	Custodial staff	Director of Operation and Innovation		Disinfectant and equipment use directions. Reopening Health and Safety Plan	7/2020	
Chromebook/Ipad Care	All Staff	Technological Support Team	Faculty meeting	technology cleaning materials	7/2020	

HEALTH AND SAFETY PLAN COMMUNICATIONS

PHCSE will communicate with staff, families, and the community electronically (phone & internet) and paper mailings. We foresee a need for continued professional development and consultation in order to best meet the needs of our students during this time. PHCSE is committed to attend professional development and forums sponsored and organized by PDE, the Allegheny Intermediate Unit, and PaTTAN.

Communication with parents/guardians is a critical component, and PHCSE will inform and educate parents about COVID-19 symptoms and the importance of staying home when sick. Student expectations and routines will be shared with parents. Expectations and procedures regarding parent visits, and student pick up and drop off will be communicated..

If the Principal is notified of a possible COVID-19 case, the Principal will notify the CEO and the Pandemic Response Coordinator. A meeting with the Pandemic Response Committee will convene to disseminate the needed information to families and stakeholders in a timely manner.

Topic	Audience	Lead Person and Position	Mode of Communication	Start Date	Completion Date
Reopening Plan	All stakeholders	CEO	Website, Social Media, Skyward, School Messenger, Paper Mail	7/17/20	8/13/20
General School Updates	All stakeholders	Leadership Team	Website,Social Media, Skyward, School Messenger, Paper Mail	7/2020	

PENN HILLS CHARTER SCHOOL OF ENTREPRENEURSHIP HEALTH AND SAFETY PLAN SUMMARY:

These summary tables provide a detailed overview of our Health and Safety Plan.

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)	In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned twice a day in student/staff occupied areas. In addition, touchless bottle fillers are installed to limit the amount of contact. Electrostatic Foggers may be used to disinfect spaces suspected of illness/germs and dIsinfectant will be available to all students/staff and all learning spaces at all times. There will be a focused cleaning of the building nightly or prior to student arrival. The Director of Operations and Innovation will provide professional development to all maintenance staff, building operators, and cleaning personnel.

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 * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the **CDC Considerations for Youth Sports** for recess and physical education classes	While in the Green Phase, the student schedules will be structured to allow for 3-6 feet of social/physical distancing. Teachers will design learning spaces with respect to physical distancing to the maximum extent possible. The school will limit the number of assemblies happening during the school day in an effort to avoid large congregations of people. Visitors will be limited and/or restricted when feasible. ● When students are in the cafeteria for meals, modifications will be made to reduce contact. All students will be offered a Grab and Go breakfast and required to eat breakfast in their classrooms daily. K-6th graders will eat lunch in the cafeteria on a rotating basis, mindful of social and physical

*Staggering the use of communal spaces and hallways

*Adjusting transportation schedules and practices to create social distance between students

*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

distancing. 7th and 8th grade students will eat lunch in their classrooms on a daily basis . All food, utensils, and condiments will be plastic wrapped and or covered. Floor markings in the cafeteria will be used to indicate 3-6 feet physical distance in food service lines. In addition, groups entering the cafeteria will be staggered to minimize contact, and all surfaces will be disinfected between serving sessions.

● The students and staff will have access to handwashing facilities and the use of hand sanitizer multiple times per day. Proper procedures will be shared via staff instructions and signage. Students and staff will receive training and reminders through school announcements on hand-washing best practices, good hygiene, and social distancing.

● All students will have access to hand sanitizers in the school building. There will be highly visible signage throughout the facility highlighting topics such as handwashing, personal hygiene, and social distancing.

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**	While opening under the guidance of the green phrase, PHCSE will make a significant effort to monitor the health of all individuals of the school community, in an effort to monitor students and staff for symptoms of COVID-19. Anyone who presents with a fever of 100.4 degrees fahrenheit will be asked to return home for observation. Students will be required to remain isolated until a parent or guardian is available for pick up. Anyone who presents with a fever will be issued a second temp check after 15 minutes to ensure accuracy. A staff member who presents with a fever may be asked to return home and not return until he/she is without fever(<100.4) for 24 hours without the use of fever reducing medications. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (nurse's office, conference room, etc.) until he/she is able to safely leave

the school building. Any person returning to school after testing positive for COVID-19 must have a doctor's excuse stating that returning to school or work is safe for both the individual and others.

All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through Skyward, School Messenger, the school's website, and social media outlets.

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**	In the green phase, instruction will be offered to students in person, with the option of virtual instruction upon request. Staff at risk of severe COVID-19 infection will be addressed on an individual basis. Staff members and students are required to wear a mask daily, but are not required to wear a mask if they are six feet apart and or eating and drinking. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on an individual basis. Appropriate accommodations will be made to fully support the health and safety of all PHCSE students and staff. During the yellow phase, approximately half of the students will be present at any given time in each room. All staff members and students will be required to wear a mask unless they have a medical condition. Protocols for students with exceptionalities will be addressed on an individual basis and appropriate accommodations will be made to fully support their safety and learning.

HEALTH AND SAFETY PLAN GOVERNING BODY AFFIRMATION STATEMENT

The Penn Hills Charter School of Entrepreneurship Board of Trustees reviewed and approved the Phased School Reopening Health and Safety Plan on **August 12, 2020**.

The plan was approved by a vote of:

    5   **Yes**

    0   **No**

Affirmed by:

DocuSigned by:

Tricia Shelton

E8454D6F38A1494...

(School Board President)

DocuSigned by:

Stephanie Cox-Bailey

1E661A50C415455...

(School Board Secretary)

*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.