



Health and Safety Plan 2022-2023

Penn Hills Charter School of Entrepreneurship





ARP ESSER Health and Safety Plan Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as *a Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2022-2023. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2022, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the student's academic needs and students and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC

- a. Correct wearing of masks when mandated.
- b. [Respiratory Hygiene/Cough Etiquette | FAQs | Infection Control | Division of Oral Health | CDC](#)
- c. Cleaning_ and maintaining healthy facilities, including improving ventilation;
- d. [Responding to COVID-19 Cases in K-12 Schools: Resources for School Administrators | CDC](#) in combination with [Isolation and Precautions for People with COVID-19 | CDC](#) in collaboration with State and local health departments;
- e. Diagnostic and screening testing;
- f. Efforts to provide COVID-19 vaccinations to school communities;
- g. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- h. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2022.* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the LEA's ARP ESSER grant period. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the plan's development, all revisions must be informed by community input and reviewed and approved by the governing body before posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health, and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2022-2023 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning | CDC](#)
- [Resources for School Communities During COVID-19](#)
- [COVID-19 Data for Pennsylvania](#)
- [Allegheny County COVID Dashboard](#)
- [CDC Community Levels](#)
- [School Settings | COVID-19](#)
- [PADOH School Guidance Page](#)

Health and Safety Plan Summary: Penn Hills Charter School of Entrepreneurship (PHCSE)

Initial Effective Date: 7/12/2021

Date of Last Review: 2/10/2023

Date of Last Revision: 2/10/2023

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 | |
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| Individual(s) | Summary of Responsibilities |
| CEO (<i>Public Information Officer and Media Contact</i>) | <ul style="list-style-type: none"> • 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 (<i>Committee Coordinator</i>) | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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. ○ Remain home when sick. ○ Transportation, PPE, Social Distancing for all Students when mandated. ○ Facility Readiness, food, nutrition and wellness • Consider changing the air conditioning system filters; during the day, where possible, increase ventilation. |

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| | <ul style="list-style-type: none"> • 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. |
| <p>School Counselor/Social Worker</p> | <ul style="list-style-type: none"> • Mental Health, Crisis/Trauma, McKinney-Vento (homeless) – Housing Insecurity, Foster Care, Health Services, Supports for Staff <ul style="list-style-type: none"> ◦ 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.” |
| <p>Human Resources Director</p> | <ul style="list-style-type: none"> • Ensure employee certifications, handbook, benefits, and procedures are up to date per DOH and PDE |
| <p>Principal</p> | <ul style="list-style-type: none"> • 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, consider actions that would be taken should COVID-19 be present within a school. The companion document “Preparing |

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| | <p>for a Pandemic Illness: Guidelines for School Administrators and Crisis Response Teams” provides such guidance.</p> <ul style="list-style-type: none"> ● Academic Programming & Instructional Support (in-person) ● 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 21-22 to include brick and mortar ● 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., training, 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 ● The administration reserves the right to require employees in any program to mask in special circumstances, such as those involving medically fragile students or clients. |
| <p>School Nurse</p> | <ul style="list-style-type: none"> ● Implement public health actions including activities that help reduce the spread of infectious diseases. ● 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 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 the 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 the adequacy of infection-control supplies and review distribution plans. ● 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. |

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| | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Plan for the delivery of instructional strategies and support for students with disabilities who have either IEPs or 504 Plans and extend learning opportunities with a focus on Equity. Plan to focus on the student’s success through the MTSS program. |

- 1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities to continuously and safely open and operate schools for in-person learning?**

The PHCSE will continue to implement, to the maximum extent possible, prevention and [mitigation](#) efforts that are aligned with the health and safety guidance from the Centers for Disease Control, the Pennsylvania Department of Health, and the Pennsylvania Department of Education in order to ensure a safe opening of our school, to include any any summer programming and re-entry into school for the 2021-2022 school year. PHCSE will collaborate with other regional school districts and department of health personnel that are made available to the district as a resource to ensure current knowledge and application of CDC practices, to the maximum extent possible.

- 2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

The PHCSE will continue to monitor the allocation of resources to students and families while the students are in school and within the community. The school will use ESSER funds to address the learning needs of our students academically, socially, and emotionally. We have developed a partnership with the Boys and Girls Clubs of Western Pennsylvania to offer a summer program to address the academic needs of students.

- 3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff, the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.**

| ARP ESSER Requirement | Strategies, Policies, and Procedures |
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| <p>a. Universal and correct wearing of masks;</p> | <p>As it pertains to the SARS-CoV-2 pandemic, masks wearing at PHCSE, indoors and outdoors, is optional. The school will collaborate with state and local department of health officials, as needed, to determine any changes to the wearing of face masks and will enforce any state-mandated orders.</p> <p>Masking will continue on school buses, as required by federal law. Masks will also be required for anyone who tests positive for COVID-19, for five days, after their return to school.</p> <p>The school implements mitigation strategies that are known to prevent the spread of all viral illnesses, including SARS-CoV-2.</p> |
| <p>b. Handwashing and respiratory etiquette;</p> | <p>As it pertains to the SARS-CoV-2 pandemic, PHCSE will promote proper handwashing and respiratory etiquette by continuing to display signs/education materials. The district will also make public service announcements in the schools, encourage the school nurses to promote proper handwashing and respiratory etiquette, and encourage all other employee groups to promote proper handwashing and respiratory etiquette when practicable and appropriate.</p> |
| <p>c. Cleaning and maintaining healthy facilities, including improving ventilation;</p> | <p>As it pertains to the SARS-CoV-2 pandemic, PHCSE will continue to assess and replace HVAC filters when necessary. The school will provide cleaning and sanitizing solutions and materials to classrooms and employees for cleaning as needed and provide routine cleaning of facilities/classrooms/buses by employees. PHCSE is also fully replacing the Boilers to provide enhanced ventilation.</p> |

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| <p>d. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</p> | <p>As it pertains to the SARS-CoV-2 pandemic, the school will abide by, to the maximum extent possible, any contact tracing, isolation, and quarantine requirements issued by the Center for Disease Control/Pennsylvania Department of Health/Pennsylvania Department of Education.</p> |
| <p>e. Diagnostic and screening testing;</p> | <p>As it pertains to the SARS-CoV-2 pandemic, the PHCSE will promote diagnostic and symptom screening by parents/students/employees who are symptomatic or have suspicion of COVID- 19 exposure prior to arriving at the school campus.</p> |
| <p>f. Efforts to provide vaccinations to school communities;</p> | <p>PHCSE may consider offering a vaccination site to allow students, families, and the surrounding community to be able to receive a vaccination if warranted or contacted by the state department of health.</p> |
| <p>g. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p> | <p>As it pertains to the SARS-CoV-2 pandemic, PHCSE will provide reasonable accommodations, as appropriate, to students with disabilities with respect to health and safety strategies.</p> |
| <p>h. Coordination with state and local health officials.</p> | <p>As it pertains to the SARS-CoV-2 pandemic, the PHCSE will participate in collaborative efforts with local and state health officials who desire coordination related to responses to the pandemic when contacted directly.</p> |

Health and Safety Plan Governing Body Affirmation Statement

The Board of Trustees for **Penn Hills Charter School of Entrepreneurship** reviewed and approved the Health and Safety Plan on **February 23, 2023**.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: **February 23, 2023**

Date of Last Review: February 10, 2023

Date of Last Revision: February 10, 2023

By: Tricia Shelton
Tricia Shelton (Mar 6, 2023 14:01 EST)

(Signature of Board President)*

Tricia Shelton

(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 is needed.