



## **Phased School Reopening Health and Safety Plan Template**

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: CADES – George Crothers Memorial School

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

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

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

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

## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **September 21,2020****

## 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)
<b>Julie Alleman, CEO</b>	All: students, staff, families, LEA’s	Both
<b>Cindi Clark, COO</b>	All: students, staff, families, LEA’s	Both
<b>Kathy Krueger, Director of Student Services</b>	All: students, staff, families, LEA’s	Both

<b>Sharon Jones, RN, Ed.D</b> Chief Clinical Officer	Nursing	Both
<b>Cathy Shappell</b> , Quality Assurance Director	Students, staff, families	Both
<b>Elizabeth Folino, RN</b> , School Nurse Manager	Students, staff, contract nurses	Both
<b>Cheryl Marmer</b> , Assistant Director of Education - elementary	Students, staff, LEA's	Pandemic Crisis Response Team
<b>Claire Shallow</b> , Assistant Director of Education - secondary	Students, staff, LEA's	Pandemic Crisis Response Team
<b>Alison Mazur, BCBA &amp; Judy Kerkeslager</b> , Team Leads	Teachers, Therapists, Paraeducators	Pandemic Crisis Response Team
<b>Lisa Leuzzi</b> , Facilities Director	Students, staff, facilities vendors	Pandemic Crisis Response Team
<b>GCMS Return to School Planning Team</b>	Teachers, Therapists, Paraeducators	Pandemic Crisis Response Team
<b>Danielle Marigliano</b> , Staff Development Coordinator	Staff	Pandemic Crisis Response Team
<b>Jessie Robinson</b> , Development Director	Students, staff, families (communication)	Pandemic Crisis Response Team

### 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:**

CADES has made a significant investment in procuring cleaning supplies and PPE. We will be utilizing protocols to increase social distancing while following the CDC's guidance for cleaning and disinfecting schools. All touchpoints will be regularly disinfected with a cleaning protocol that includes frequent cleaning of student areas, including desks and any potential shared materials (Electronics, cameras, technology, etc.). Additional custodial staff will be utilized to support building cleaning. Students and staff will be instructed to ensure student work areas are cleaned after any student exchanges in classroom/instructional areas. Handwashing, hand-sanitizing will be enforced throughout the day as part of daily classroom routines. Bathroom usage will be monitored closely to increase social distancing. Lunches will utilize numerous locations to increase social distancing and the areas will be cleaned/disinfected after each use. Fresh air will be utilized to the greatest extent possible and ventilation systems will be monitored closely to ensure the maximum fresh air exchange feasible.

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)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>1. Complete deep cleaning and sanitizing practices recommended by Health Department prior to reopening.</p> <p>2. Implement/continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage.</p> <p>3. Hand sanitizer to be made available at all staff and guest entrances. Touchless hand sanitizing dispensers will be installed near the bathrooms and at other high traffic common areas of the school buildings.</p> <p>4. Disinfectant wipes will be available in classrooms so that staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.)</p> <p>5. Water bottle filling stations will have sanitizing wipes and posted directions.</p>	<p>1. Complete deep cleaning and sanitizing practices recommended by Health Department prior to reopening.</p> <p>2. Implement/continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage.</p> <p>3. Hand sanitizer to be made available at all staff and guest entrances. Touchless hand sanitizing dispensers will be installed near the bathrooms and at other high traffic common areas of the school buildings.</p> <p>4. Disinfectant wipes will be available in classrooms so that staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.)</p> <p>5. Water bottle filling stations will have sanitizing wipes and posted directions.</p>	<p>Kathy Krueger, Director of Student Services</p> <p>Lisa Leuzzi, Facilities Director</p>	<p>Personal Protective Equipment provided to all staff.</p> <p>Cleaning, disinfecting and sanitizing materials available as needed.</p> <p>Daily cleaning, disinfecting and sanitizing schedule for bathrooms and high tough areas.</p> <p>Hand sanitizing dispensers</p> <p>Procedures for cleaning and disinfecting</p> <p>Procedures for cleaning and disinfecting after a person becomes symptomatic.</p> <p>Procedure for disinfecting digital touch surfaces including ipads, communication</p>	<p>Y</p>

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)
	<p>6. Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>7. Procedure to close off areas of the building, clean &amp; disinfect spaces used by a symptomatic individual or person with direct contact.</p> <p>8. Mobile and non -mobile devices such as laptops, iPads, desktop computers, monitors, keyboards, etc. will be sterilized along with other fixed surfaces.</p> <p>9. Medical devices, therapy equipment, medical equipment, and materials used for instruction will be cleaned routinely between uses.</p> <p>10. HVAC preventative maintenance protocol will be followed. Filters will be MERV 13 rated.</p> <p>11. High frequency cleaning and disinfecting schedule for bathrooms.</p>	<p>6. Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>7. Procedure to close off areas of the building, clean &amp; disinfect spaces used by a symptomatic individual or person with direct contact.</p> <p>8. Vans will include sanitizing wipes, hand sanitizer, extra masks/face shields and gloves for use within the community.</p> <p>9. Mobile and non -mobile devices such as laptops, iPads, desktop computers, monitors, keyboards, etc. will be sterilized along with other fixed surfaces.</p> <p>10. Medical devices, therapy equipment, medical equipment, and materials used for instruction will be cleaned routinely between uses.</p> <p>11. HVAC preventative maintenance protocol will be</p>		<p>devices, laptops, phones, copier machines and key boards.</p> <p>Procedure for sanitizing therapy equipment, changing tables and shared learning equipment before and after every use.</p> <p>Visual CDC strategy posters to match the developmental level of every student.</p>	

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)
	<p>12. Bathrooms will be sanitized after each use so as to ensure all bathrooms are thoroughly cleaned periodically throughout the day.</p> <p>13. Use of a misting machine and other methods to clean and disinfect equipment, keyboards, and desks/chairs.</p> <p>14. All students and staff will be taught cleaning protocols and procedures, including how to properly use wipes and other cleaning materials to sanitize equipment and all other areas of their workstations.</p> <p>15. Sharing of instructional materials (books, pencils, toys, tools, equipment, etc.) will be minimized to every extent possible. When necessary to share, materials will be wiped down between usage.</p> <p>16. Visual reminders of proper hand washing protocols, appropriate to the student's developmental level, will be posted in learning areas and</p>	<p>followed. Filters will be MERV 13 rated.</p> <p>12. High frequency cleaning and disinfecting schedule for bathrooms.</p> <p>13. Bathrooms will be sanitized after each use so as to ensure all bathrooms are thoroughly cleaned periodically throughout the day.</p> <p>14. Use of a misting machine and other methods to clean and disinfect equipment, keyboards, and desks/chairs.</p> <p>15. All students and staff will be taught cleaning protocols and procedures, including how to properly use wipes and other cleaning materials to sanitize equipment and all other areas of their workstations.</p> <p>16. Sharing of instructional materials (books, pencils, toys, tools, equipment, etc.) will be minimized to every extent possible. When necessary to share, materials will be wiped down between usage.</p>			

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)
	<p>reviewed with students regularly.</p> <p>17. Nonessential furniture and play materials will be removed from classrooms and high traffic areas.</p> <p>18. Adaptive equipment will be cleaned between uses and users.</p> <p>19. All tables will be wiped and disinfected by staff members between all staff lunch periods.</p>	<p>17. Visual reminders of proper hand washing protocols, appropriate to the student's developmental level, will be posted in learning areas and reviewed with students regularly.</p> <p>18. Nonessential furniture and play materials will be removed from classrooms and high traffic areas.</p> <p>19. Adaptive equipment will be cleaned between uses and users.</p> <p>20. All tables will be wiped and disinfected by staff members between all staff lunch periods.</p>			

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)
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>1. The building HVAC systems will continue to be regularly inspected. Air filters have been upgraded to MERV 13 and will continue to be changed on schedule.</p> <p>2. Buildings will maintain proper temperatures and air circulation.</p> <p>3. Cleaning, sanitizing and disinfecting supplies meet or exceed OSHA and CDC requirements.</p> <p>4. Janitorial staff use an EPA registered, healthcare-grade disinfectant and cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering areas.</p> <p>5. Extend the time that HVAC systems are operating to keep air moving longer and to ensure reasonable temperatures for evening cleaning staff.</p>	<p>1. The building HVAC systems will continue to be regularly inspected. Air filters have been upgraded to MERV 13 and will continue to be changed on schedule.</p> <p>2. Buildings will maintain proper temperatures and air circulation.</p> <p>3. Cleaning, sanitizing and disinfecting supplies meet or exceed OSHA and CDC requirements.</p> <p>4. Janitorial staff use an EPA registered, healthcare-grade disinfectant and cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering areas.</p> <p>5. Extend the time that HVAC systems are operating to keep air moving longer and to ensure reasonable temperatures for evening cleaning staff.</p>	<p>Kathy Krueger, Director of Student Services</p> <p>Lisa Leuzzi, Facilities Director</p>	<p>Personal Protective Equipment will be provided to all staff.</p> <p>Cleaning, disinfecting and sanitizing materials are secured as needed.</p> <p>Daily cleaning, disinfecting and sanitizing supplies used by location to avoid cross contamination.</p>	<p>Y</p>

## 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:

Assigned areas will be configured in staggered rows facing the same direction where feasible to achieve social distancing. Students will be grouped when feasible to increase student cohort groupings and reduce contact with other students when feasible. Student assemblies, large gatherings will be eliminated during the school year. Arrival and dismissal procedures will be adjusted to maximize social distancing and reduce cross-student interactions. Gymnasium occupancies will be reduced. Instructional practices that utilize frequent outside learning opportunities will be promoted. Students will be reminded at day start and throughout the day of proper hygiene and hand-washing, with specific emphasis placed on before and after lunches. Car line procedures and parent drop-offs will also require adjustment as students will be discouraged from entering the building until the start of the student day (barring inclement weather). Only essential visitors and volunteers who have school-related business as determined by the district/building administration will be allowed to enter the building. Parents dropping off materials for students will be provided a space to leave labeled materials for their children. Parents, students, staff, and any essential visitor//volunteer will be provided detailed instructions regarding our social distancing, hygiene, and health screening procedures.

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)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>1. Student capacity will be determined by the ability to meet the 6-foot social distancing guidelines.</p> <p>2. When 6-feet physical distance cannot be maintained due to the personal needs of students, the use of PPE, including gowns, masks, face shields, and gloves will be used.</p> <p>3. Use of tables or desks, all six feet apart, marked visually with tape or other representation.</p> <p>4. Tables and desks will be turned so that they are facing in the same direction.</p> <p>5. Furniture will be arranged to avoid clustering of students or grouping together and breaking social distancing.</p> <p>6. Utilize virtual teaching and/or video technology such as SWIVL and OWLs to allow students participate in the classroom remotely through technology.</p>	<p>1. Student capacity will be determined by the ability to meet the 6-foot social distancing guidelines.</p> <p>2. When 6-feet physical distance cannot be maintained due to the personal needs of students, the use of PPE, including gowns, masks, face shields, and gloves will be used.</p> <p>3. Use of tables or desks, all six feet apart, marked visually with tape or other representation.</p> <p>4. Tables and desks will be turned so that they are facing in the same direction.</p> <p>5. Furniture will be arranged to avoid clustering of students or grouping together and breaking social distancing.</p> <p>6. Utilize virtual teaching and/or video technology such as SWIVL and OWLs to allow students participate in the classroom remotely through technology.</p>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Director of Education, elementary</p> <p>Claire Shallow, Assistant Director of Education, secondary</p> <p>Alison Mazur &amp; Judy Kerkeslager, Team Leads</p>	<p>Appropriate space/classrooms to accommodate social distancing guidelines</p> <p>Necessary technology support to instruct in the in person/DL model</p> <p>Schedules developed to allow for social distancing instruction and use of school facility while following CDC guidelines</p>	<p>Yes</p>

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)
	<p>6. Hallways may only be utilized by staff and students wearing masks. 6-foot distance markers have been placed on the floor to indicate distance requirements.</p> <p>7. Elimination of procedures and routines that require standing in line.</p> <p>8. Utilization of visuals like tape lines, decals to help visualize distancing within the classrooms and hallways.</p> <p>9. Removal of materials, equipment and furniture when not used on a routine basis.</p> <p>10. Specials Teachers (PE, Music, Art, Social Skills) staff who are scheduled to interact with multiple students across classrooms and buildings will be scheduled virtually to the maximum extent possible.</p> <p>11. When working with students in one-to-one or small group situations where there is no possibility to maintain 6-foot</p>	<p>6. Hallways may only be utilized by staff and students wearing masks. 6-foot distance markers have been placed on the floor to indicate distance requirements.</p> <p>7. Elimination of procedures and routines that require standing in line.</p> <p>8. Utilization of visuals like tape lines, decals to help visualize distancing within the classrooms and hallways.</p> <p>9. Removal of materials, equipment and furniture when not used on a routine basis.</p> <p>10. Specials Teachers (PE, Music, Art, Social Skills) staff who are scheduled to interact with multiple students across classrooms and buildings will be scheduled virtually to the maximum extent possible.</p> <p>11. When working with students in one-to-one or small group situations where there is no possibility to maintain 6-foot</p>			

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)
	<p>and/or students can't or refuse to wear masks, staff will use PPE and a plexiglass divider will be used, as practical.</p> <p>12. Community Based Instruction (CBI) done within the school building. No CBI outside the school grounds.</p> <p>13. Seating charts and sign-in sheets will be utilized in all settings in order to assist with contact tracing</p>	<p>and/or students can't or refuse to wear masks, staff will use PPE and a plexiglass divider will be used, as practical.</p> <p>12. Community Based Instruction (CBI) done within the school building. No CBI outside the school grounds.</p> <p>13. Seating charts and sign-in sheets will be utilized in all settings in order to assist with contact tracing</p>			
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ol style="list-style-type: none"> <li>1. Students eat lunch within classrooms</li> <li>2. Staff take lunch break in designated areas while maintaining social distancing</li> <li>3. Contract nurses will eat in a designated space where de-masking can occur simultaneously with observing their student.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students eat lunch within classrooms</li> <li>2. Staff take lunch break in designated areas while maintaining social distancing</li> <li>3. Contract nurses will eat in a designated space where de-masking can occur simultaneously with observing their student.</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Director of Education, elementary</p> <p>Claire Shallow, Assistant Director of Education, secondary</p> <p>Alison Mazur &amp; Judy Kerkeslager, Team Leads</p>	<p>Updated lunch and snack procedures.</p>	<p>Y</p>

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)
	<p>4. All feeding utensils sanitized and kept separate</p> <p>5. Offices, conference rooms, staff break rooms and other congregate areas will operate on restricted capacity levels</p> <p>6. All students and staff will wash/sanitize hands before and after eating.</p> <p>7. Meal schedules and seating areas will be modified/staggered to maximize social distancing.</p> <p>8. Seating charts and sign-in sheets will be utilized in all settings in order to assist with contact tracing</p> <p>9. Staff and students will be expected to bring their own meals from home and when feasible/ appropriate that do not require the</p>	<p>4. All feeding utensils sanitized and kept separate</p> <p>5. Offices, conference rooms, staff break rooms and other congregate areas will operate on restricted capacity levels</p> <p>6. All students and staff will wash/sanitize hands before and after eating.</p> <p>7. Meal schedules and seating areas will be modified/staggered to maximize social distancing.</p> <p>8. Seating charts and sign-in sheets will be utilized in all settings in order to assist with contact tracing</p> <p>9. Staff and students will be expected to bring their own meals from home and when feasible/ appropriate that do not require the</p>			

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)
	<p>use of the microwave or refrigeration.</p> <p>10. If the use of microwave or refrigeration is necessary for students on special diets, the appliances will be cleaned and sanitized after each use.</p>	<p>use of the microwave or refrigeration.</p> <p>10. If the use of microwave or refrigeration is necessary for students on special diets, the appliances will be cleaned and sanitized after each use.</p>			
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>1. Students and staff will wash or sanitize their hands upon entering the classroom and prior to leaving the building; before and after eating; after using the bathroom or after touching contaminated surfaces/items.</p> <p>2. Bathroom breaks will be staggered to eliminate congregating.</p> <p>3. Sanitize or wash hands if an individual touches face, coughs, sneezes, etc.</p>	<p>1. Students and staff will wash or sanitize their hands upon entering the classroom and prior to leaving the building; before and after eating; after using the bathroom or after touching contaminated surfaces/items.</p> <p>2. Bathroom breaks will be staggered to eliminate congregating.</p> <p>3. Sanitize or wash hands if an individual touches face, coughs, sneezes, etc.</p>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Director of Education, elementary</p> <p>Claire Shallow, Assistant Director of Education, secondary</p> <p>Alison Mazur &amp; Judy Kerkeslager, Team Leads</p> <p>Danielle Marigliano, Staff Development Coordinator</p>	<p>Disinfectants</p> <p>PPE Signage</p> <p>PPE donning and doffing videos</p> <p>PPE stations</p> <p>Handwashing video</p> <p>Hand sanitizer placement procedures</p>	<p>Y</p>

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)
	<p>4. Sanitize or wash hands before putting on PPE and after taking it off.</p> <p>5. Sanitize or wash hands upon entering/exiting community settings and busses.</p> <p>6. Provide video instruction, coaching and monitoring on PPE and hand sanitizer usage and hand washing technique.</p> <p>7. Staff required to complete hand washing routines for before, during, and after food prep/delivery.</p> <p>8. Staff required to use PPE and complete hand washing routines for before, during, and after student personal care.</p> <p>9. Use PA system/global reminders for sanitizing throughout the</p>	<p>4. Sanitize or wash hands before putting on PPE and after taking it off.</p> <p>5. Sanitize or wash hands upon entering/exiting community settings and busses.</p> <p>6. Provide video instruction, coaching and monitoring on PPE and hand sanitizer usage and hand washing technique.</p> <p>7. Staff required to complete hand washing routines for before, during, and after food prep/delivery.</p> <p>8. Staff required to use PPE and complete hand washing routines for before, during, and after student personal care.</p> <p>9. Use PA system/global reminders for sanitizing throughout the</p>			

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)
	<p>day/overall reminders for social distancing.</p> <p>10. Teach and reinforce the use of masks/face shields for students. (Provide language interpretation for students who are non - English speaking.)</p> <p>11. Teach and reinforce the use of PPE for staff.</p> <p>12. All staff and students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Student masks will be required as long as the Governor's orders for wearing mask remain in effect. Should the Governor's orders change, staff will continue to wear masks and face coverings.</p> <p>13. All students of cognitive ability and mobility that</p>	<p>day/overall reminders for social distancing.</p> <p>10. Teach and reinforce the use of masks/face shields for students. (Provide language interpretation for students who are non - English speaking.)</p> <p>11. Teach and reinforce the use of PPE for staff.</p> <p>12. All staff and students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Student masks will be required as long as the Governor's orders for wearing mask remain in effect. Should the Governor's orders change, staff will continue to wear masks and face coverings.</p> <p>13. All students of cognitive ability and mobility that</p>			

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)
	<p>can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's orders are lifted.</p> <p>14. Although it is recommended that staff wear masks at all times, they may remove their masks in private offices or non-congregate areas when they are able to maintain social distancing.</p> <p>15. Staff who work with students who may be unable to control coughing, sneezing, spitting, are able to consider change of clothing/scrubs or gowns; use of disposable changing sheets for changing areas.</p> <p>16. Provide training to staff, students, and families on effective use of PPE,</p>	<p>can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's orders are lifted.</p> <p>14. Although it is recommended that staff wear masks at all times, they may remove their masks in private offices or non-congregate areas when they are able to maintain social distancing.</p> <p>15. Staff who work with students who may be unable to control coughing, sneezing, spitting, are able to consider change of clothing/scrubs or gowns; use of disposable changing sheets for changing areas.</p> <p>16. Provide training to staff, students, and families on effective use of PPE,</p>			

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)
	<p>prevention of COVID, signs of COVID, when to seek medical assistance, etc.</p> <p>17. Staff to complete health and wellness screening questions prior to entry and students upon entry.</p> <p>18. Sinks are available in all the classrooms to encourage frequent hand washing for students and staff members.</p> <p>19. Hand sanitizer stations throughout the building, common areas and all classrooms.</p>	<p>prevention of COVID, signs of COVID, when to seek medical assistance, etc.</p> <p>17. Staff to complete health and wellness screening questions prior to entry and students upon entry.</p> <p>18. Sinks are available in all the classrooms to encourage frequent hand washing for students and staff members.</p> <ul style="list-style-type: none"> <li>Hand sanitizer stations throughout the building, common areas and all classrooms.</li> </ul>			
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>1. Signs will be posted in classroom, hallways, and common areas of best practices and reminders of CDC guidelines.</p> <p>2. Post signs in highly visible areas including:</p>	<p>1. Signs will be posted in classroom, hallways, and common areas of best practices and reminders of CDC guidelines.</p> <p>2. Post signs in highly visible areas including:</p>	<p>Julie Alleman, CEO</p> <p>Kathy Krueger, Director of Student Services</p>	<p>Pictures and social stories related to social distancing, stopping the spread of germs, and wearing masks.</p> <p>Signage for hallways and congregate areas</p>	<p>Y</p>

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)
	<ul style="list-style-type: none"> <li>• Directional signage in hallways</li> <li>• Hand-washing guidelines at all sinks</li> <li>• Guidelines for use of masks/face shields</li> <li>• Guidelines for safe food consumption</li> <li>• Sanitization guidelines</li> </ul> <p>3. Procedures for non-essential visitors at entrance</p> <p>4. Use tape to provide space markers in classrooms and hallways</p> <p>5. Increased signage throughout all buildings focused on proper hygiene and hand sanitizing.</p>	<ul style="list-style-type: none"> <li>• Directional signage in hallways</li> <li>• Hand-washing guidelines at all sinks</li> <li>• Guidelines for use of masks/face shields</li> <li>• Guidelines for safe food consumption</li> <li>• Sanitization guidelines</li> </ul> <p>3. Procedures for non-essential visitors at entrance</p> <p>4. Use tape to provide space markers in classrooms and hallways</p> <p>5. Increased signage throughout all buildings focused on proper hygiene and hand sanitizing.</p>			

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)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ol style="list-style-type: none"> <li>1. School team meetings to be coordinated by teleconference.</li> <li>2. No visitors allowed in the building.</li> <li>3. Related service providers/ community agency supports encouraged to conduct services through telehealth.</li> <li>4. Specific drop off/pick up procedure implemented through phone and staff escort.</li> <li>5. Conduct all tours virtually.</li> <li>6. Limit deliveries to a specific location and do not allow entrance into the building.</li> </ol>	<ol style="list-style-type: none"> <li>1. School team meetings to be coordinated by teleconference.</li> <li>2. No visitors allowed in the building.</li> <li>3. Related service providers/ community agency supports encouraged to conduct services through telehealth.</li> <li>4. Specific drop off/pick up procedure implemented through phone and staff escort.</li> <li>5. Conduct all tours virtually.</li> <li>6. Limit deliveries to a specific location and do not allow entrance into the building.</li> </ol>	<p>Julie Alleman, CEO</p> <p>Kathy Krueger, Director of Student Services</p>	<p>Tele-conferencing through zoom, Teams</p>	<p>Y</p>

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)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ol style="list-style-type: none"> <li>1. PE classes held within the classrooms through distance learning</li> <li>2. Use of gym for recreational movement while following social distancing guidelines</li> <li>3. Recess/playground equipment will be regularly sanitized.</li> <li>4. Students wash/sanitize hands after playground use and PE class.</li> <li>5. Staff will utilize face coverings during all instructional and classroom activities and when monitoring recess.</li> </ol>	<ol style="list-style-type: none"> <li>1. PE classes held within the classrooms through distance learning</li> <li>2. Use of gym for recreational movement while following social distancing guidelines</li> <li>3. Recess/playground equipment will be regularly sanitized.</li> <li>4. Students wash/sanitize hands after playground use and PE class.</li> <li>5. Staff will utilize face coverings during all instructional and classroom activities and when monitoring recess.</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Director of Education, elementary</p> <p>Claire Shallow, Assistant Director of Education, secondary</p> <p>Alison Mazur &amp; Judy Kerkeslager, Team Leads</p>	<p>Class schedule for gym/recess areas.</p> <p>Sanitation schedule. Individual equipment for class.</p>	<p>Y</p>

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)
<b>Limiting the sharing of materials among students</b>	<ol style="list-style-type: none"> <li>1. No sharing of materials, whenever possible.</li> <li>2. If necessary, students may alternate use of materials after sanitization.</li> <li>3. Increased use of technology over paper and/or manipulatives to the maximum extent feasible.</li> <li>4. Use of identified storage space for personal items.</li> <li>5. Families to supply personal care items.</li> <li>6. Limit use of materials to those that are easily/quickly cleaned and or disinfected.</li> </ol>	<ol style="list-style-type: none"> <li>1. No sharing of materials, whenever possible.</li> <li>2. If necessary, students may alternate use of materials after sanitization.</li> <li>3. Increased use of technology over paper and/or manipulatives to the maximum extent feasible.</li> <li>4. Use of identified storage space for personal items.</li> <li>5. Families to supply personal care items.</li> <li>6. Limit use of materials to those that are easily/quickly cleaned and or disinfected.</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Director of Education, elementary</p> <p>Claire Shallow, Assistant Director of Education, secondary</p> <p>Alison Mazur &amp; Judy Kerkeslager, Team Leads</p>	<p>Personal technology for staff and students.</p> <p>Individual items for children as feasible.</p> <p>Sanitizer and identified areas to store materials waiting for sanitation.</p>	<p>Y</p>

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)
<b>Staggering the use of communal spaces and hallways</b>	<ol style="list-style-type: none"> <li>1. Restrict and/or eliminate nonessential transitions.</li> <li>2. Use individual classroom entrances for all student entrance and exits from building.</li> <li>3. Restrict students in main corridors/hallways.</li> <li>4. Eliminate congregate classrooms – PE, Art, Music</li> <li>5. Post highly visible signs and mark communal and hallway spaces in 6ft increments.</li> <li>6. If possible, use flexible work sites (e.g. telework) and flexible work hours (e.g. staggered shifts) to help establish practices for social distancing.</li> </ol>	<ol style="list-style-type: none"> <li>1. GCMS will begin the 19-20 school year following the recommendations for “yellow” phase regardless of the Governor’s county designation. We will determine movement to “green phase” actions on a month to month basis.</li> <li>2. Restrict and/or eliminate nonessential transitions.</li> <li>3. Use individual classroom entrances for all student entrance and exits from building.</li> <li>4. Restrict students in main corridors/hallways.</li> <li>5. Eliminate congregate classrooms – PE, Art, Music</li> <li>6. Post highly visible signs and mark communal and hallway spaces in 6ft increments.</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Director of Education, elementary</p> <p>Claire Shallow, Assistant Director of Education, secondary</p> <p>Alison Mazur &amp; Judy Kerkeslager, Team Leads</p>	<p>Schedules for classrooms and buildings.</p> <p>Signage for hallways, shared spaces.</p> <p>Procedures for entrance, exit, egress and transitional spaces.</p>	<p>Y</p>

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)
		<p>7. If possible, use flexible work sites (e.g. telework) and flexible work hours (e.g. staggered shifts) to help establish practices for social distancing.</p>			

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)
<b>Staggering the use of the Health/Nurse offices</b>	<ol style="list-style-type: none"> <li>All students are assessed and supported in their designated classroom.</li> <li>Medication administration occurs in the student's assigned classroom.</li> <li>Nurses will wear and change PPE for each student and when exiting/entering each classroom.</li> <li>An isolation room with a single bathroom is established to isolate any student suspected of symptoms associated with Covid-19.</li> </ol>	<ol style="list-style-type: none"> <li>All students are assessed and supported in their designated classroom.</li> <li>Medication administration occurs in the student's assigned classroom.</li> <li>Nurses will wear and change PPE for each student and when exiting/entering each classroom.</li> <li>An isolation room with a single bathroom is established to isolate any student suspected of symptoms associated with Covid-19.</li> </ol>	Beth Folino, RN, School Nurse Manager	Isolation room with PPE station, segregated beds with room dividers and sanitation procedures	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ol style="list-style-type: none"> <li>Staggered district arrivals and singular bus on and off board within a 10-minute window.</li> <li>Place markings on the sidewalks to adhere to six feet distancing.</li> </ol>	<ol style="list-style-type: none"> <li>GCMS will begin the 19-20 school year following the recommendations for "yellow" phase regardless of the Governor's county designation. We will determine movement to "green phase" actions</li> </ol>	Kathy Krueger, Director of Student Services  Lisa Leuzzi, Facilities Director  Cheryl Marmer, Assistant Director	Schedules  Markings for sidewalks  Extra masks for vans, buses	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)
	<p>3. Follow the transportation guidelines of sending schools for cleaning buses, wearing masks/face shields and maintaining social distancing guidelines.</p> <p>4. GCMS transportation coordinator will maintain communication with LEAs to ensure protocols are followed.</p>	<p>on a month to month basis.</p> <p>2. Continued staggered arrival but with increased vehicles and frequency of off boarding/on boarding.</p> <p>3. Place markings on the sidewalks to adhere to six feet distancing.</p> <p>4. Follow the transportation guidelines of sending schools for cleaning buses, wearing masks/face shields and maintaining social distancing guidelines.</p> <p>5. GCMS transportation coordinator will maintain communication with LEAs to ensure protocols are followed.</p>	<p>of Education, elementary</p> <p>Claire Shallow, Assistant Director of Education, secondary</p>		

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)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ol style="list-style-type: none"> <li>1. Set up classroom spaces to include the number of students/staff allowable with 6- foot social distancing.</li> <li>2. Added additional classrooms and furniture to facilitate distance requirements.</li> <li>3. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff all day to the maximum extent feasible.</li> <li>4. Eliminate or limit the mixing of groups of students and staff as feasible.</li> </ol>	<ol style="list-style-type: none"> <li>1. GCMS will begin the 19-20 school year following the recommendations for “yellow” phase regardless of the Governor’s county designation. We will determine movement to “green phase” actions on a month to month basis.</li> <li>2. Set up classroom spaces to include the number of students/staff allowable with 6- foot social distancing.</li> <li>3. Added additional classrooms and furniture to facilitate distance requirements.</li> <li>4. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff all day to the maximum extent feasible</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Education Director</p> <p>Claire Shallow, Assistant Education Director</p> <p>Judy Kerkeslager &amp; Alison Mazur, Team Leads</p>	<p>Classroom diagrams</p> <p>Classroom PODS</p> <p>Zoom for PE, Art, Music and SS.</p>	<p>Y</p>

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)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<ul style="list-style-type: none"> <li>Not Applicable at GCMS</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable at GCMS</li> </ul>			
<b>Other social distancing and safety practices</b>	<ol style="list-style-type: none"> <li>Continual Professional Development to reinforce learning and new practices.</li> <li>Frequent communication with student families on safety practices and policies within the school to maintain a safe and healthy learning environment.</li> <li>Daily monitoring of safety concerns and practices.</li> </ol>	<ol style="list-style-type: none"> <li>GCMS will begin the 19-20 school year following the recommendations for “yellow” phase regardless of the Governor’s county designation. We will determine movement to “green phase” actions on a month to month basis.</li> <li>Continual Professional Development to reinforce learning and new practices.</li> <li>Frequent communication with</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Education Director</p> <p>Claire Shallow, Assistant Education Director</p> <p>Judy Kerkeslager &amp; Alison Mazur, Team Leads</p> <p>Beth Folino, RN, School Nurse Manager</p>	<p>Relias learning management system</p> <p>Parent communication procedures</p> <p>Monitoring protocols</p> <ul style="list-style-type: none"> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> </ul>	<p>Y</p>

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)
	<ul style="list-style-type: none"> <li>4. Daily monitoring of the health of student and staff</li> <li>5. Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront</li> </ul>	<ul style="list-style-type: none"> <li>student families on safety practices and policies within the school to maintain a safe and healthy learning environment.</li> <li>4. Daily monitoring of safety concerns and practices.</li> <li>5. Daily monitoring of the health of student and staff</li> <li>6. Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront</li> </ul>			

## 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:

It will be communicated frequently of the need for students (with parent/guardian support) and staff to self-monitor every morning before school. Any student or adult with symptoms is required to remain home and contact a medical professional for clearance to attend school. Throughout the day, students or staff members showing COVID-19 related symptoms will be referred to the nurse, placed in an isolation space, evaluated and sent home if necessary. Nursing has developed policies for staff to remain home while isolating based on symptoms. Flexible attendance policies will be enacted to support students remaining home while isolating.

Building principals, district administration, and school nurses will confer on all COVID-19 suspected cases, and those individuals will be referred to the Chester County DOH for further guidance and response protocols. Established criteria for school return are outlined in the action steps of this section. In keeping with our standard protocol for reportable disease and infections (i.e., Measles, Pertussis, etc.), Human Resources will consult with the Chester County DOH and PA DOH before public notification occurs.

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)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ol style="list-style-type: none"> <li>1. Staff and students are required to adhere to all sign-in/sign-out procedures.</li> <li>2. Students (parents) and Staff will conduct wellness checks prior to leaving their home each morning. If staff experience any symptoms, he/she is to remain home and contact GCMS per protocol.</li> <li>3. Staff will complete monitoring upon arrival to GCMS.</li> <li>4. A backup staffing plan will be established and include a roster of trained/back up staff to use in the event employees are out sick.</li> <li>5. All staff educated on how to identify signs and symptoms of COVID-19 and procedures for reporting suspected cases.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff and students are required to adhere to all sign-in/sign-out procedures.</li> <li>2. Students (parents) and Staff will conduct wellness checks prior to leaving their home each morning. If staff experience any symptoms, he/she is to remain home and contact GCMS per protocol.</li> <li>3. Staff will complete monitoring upon arrival to GCMS.</li> <li>4. A backup staffing plan will be established and include a roster of trained/back up staff to use in the event employees are out sick.</li> </ol> <p>All staff educated on how to identify signs and symptoms of COVID-19 and procedures for reporting suspected cases.</p>	<p>Beth Folino, RN, School Nurse Manager</p>	<p>Monitoring equipment (temp. scanners)</p>	<p>Y</p>

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)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ol style="list-style-type: none"> <li>1. Staff or students with COVID-19 symptoms or direct contact should stay home and notify their supervisor and/or school officials immediately.</li> <li>2. If symptoms occur in the building, or direct contact is learned while in the building, students will be isolated in an isolation room; staff will be immediately sent home.</li> <li>3. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms.</li> <li>4. School nurses and other healthcare providers must wear full PPE for COVID precautions when supporting a student in the isolation room.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff or students with COVID-19 symptoms or direct contact should stay home and notify their supervisor and/or school officials immediately.</li> <li>2. If symptoms occur in the building, or direct contact is learned while in the building, students will be isolated in an isolation room; staff will be immediately sent home.</li> <li>3. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms.</li> <li>4. School nurses and other healthcare providers must wear full PPE for COVID precautions when supporting a student in the isolation room.</li> </ol>	<p>Julie Alleman, CEO</p> <p>Sharon Jones, RN, Chief Clinical Officer</p> <p>Cathy Shappell, QA Director</p> <p>Beth Folino, School Nurse Manager</p>	<p>Isolation Space</p> <p>Decision tree to determine the level of symptoms warranting admittance to the isolation space and supervision of the isolation space.</p>	<p>Y</p>

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)
	<p>5. Use established procedures for safely transporting anyone who is sick to their home. If calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.</p> <p>6. If staff or student reports a history of exposure, he/she will be placed in isolation and sent home.</p>	<p>5. Use established procedures for safely transporting anyone who is sick to their home. If calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.</p> <p>6. If staff or student reports a history of exposure, he/she will be placed in isolation and sent home.</p>			

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)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ol style="list-style-type: none"> <li>1. Allow staff or students to return to school with a doctor's note or a negative test result.</li> <li>2. Follow published protocol for safely returning staff and students to school based on guidance from the Chester County Health Department.</li> <li>3. Implement flexible attendance policies that enable students to stay at home when they are sick, have been exposed, or are caring for someone sick.</li> <li>4. Implement flexible teaching and therapy delivery for professional staff who can provide services remotely while in quarantine.</li> </ol>	<ol style="list-style-type: none"> <li>1. Allow staff or students to return to school with a doctor's note or a negative test result.</li> <li>2. Follow published protocol for safely returning staff and students to school based on guidance from the Chester County Health Department.</li> <li>3. Implement flexible attendance policies that enable students to stay at home when they are sick, have been exposed, or are caring for someone sick.</li> <li>1. Implement flexible teaching and therapy delivery for professional staff who can provide services remotely while in quarantine.</li> </ol>	<p>Julie Alleman, CEO</p> <p>Sharon Jones, RN, Chief Clinical Officer</p> <p>Cathy Shappell, QA Director</p> <p>Beth Folino, School Nurse Manager</p> <p>Sandi Montalvo, Human Resources Director</p>	<p>Return to school decision tree</p>	<p>Y</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-</b></p>	<ol style="list-style-type: none"> <li>1. Communication protocol that outlines messaging strategy with families, staff, and school districts on any</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication protocol that outlines messaging strategy with families, staff, and school districts on any</li> </ol>	<p>Julie Alleman, CEO</p> <p>Kathy Krueger, Director of Student Services</p>	<p>Communication Protocol</p>	<p>Y</p>

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)
<p><b>year changes in safety protocols</b></p>	<p>closures and / or changes in safety plan and established school protocols.</p> <p>2. Activate the School Messenger system to quickly notify staff and families of school closures.</p> <p>3. Provide communications in English or native language.</p> <p>4. Establish/update a webpage with health information.</p> <p>5. Post announcements on the CADES / GCMS website and other forms of social media.</p> <p>6. Monitor district plans and coordinate/review school closings and operational procedures with member school districts.</p>	<p>closures and / or changes in safety plan and established school protocols</p> <p>2. Activate the School Messenger system to quickly notify staff and families of school closures.</p> <p>3. Provide communications in English or native language.</p> <p>4. Establish/update a webpage with health information.</p> <p>5. Post announcements on the CADES / GCMS website and other forms of social media.</p> <p>6. Monitor district plans and coordinate/review school closings and operational procedures with member school districts.</p>	<p>Jessie Robinson, Director of Development</p>	<p>Designated liaison to Chester County DOH</p> <p>Designated Communication Roles</p>	

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)
	<p>7. Contact transportation and staffing providers to implement and coordinate prevention efforts.</p> <p>8. In accordance with state and local requirements, notify local health department officials.</p> <p>9. In the event of a school closure or within-school-year change in safety protocols, CADES will utilize all of its communication platforms to provide notification to staff, families, and the public.</p>	<p>7. Contact transportation and staffing providers to implement and coordinate prevention efforts.</p> <p>8. In accordance with state and local requirements, notify local health department officials.</p> <p>9. In the event of a school closure or within-school-year change in safety protocols, CADES will utilize all of its communication platforms to provide notification to staff, families, and the public.</p>			

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)
<b>Other monitoring and screening practices</b>	<ol style="list-style-type: none"> <li>1. Follow the Chester County Department of Health, Center for Disease Control (CDC) and state department guidance, guidelines, recommendations, and protocols for operation in the yellow phase.</li> <li>2. Establish procedures with partner agencies (such as ABA Today, Bayada, etc.), whose employees work at GCMS to verify wellness checks.</li> <li>3. Development of personal care protocols with regard to staff administering assistance to students for personal hygiene and feeding activities, including the use of PPE in order to protect staff and students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow the Chester County Department of Health, Center for Disease Control (CDC) and state department guidance, guidelines, recommendations, and protocols for operation in the yellow phase.</li> <li>2. Establish procedures with partner agencies (such as ABA Today, Bayada, etc.), whose employees work at GCMS to verify wellness checks.</li> <li>• Development of personal care protocols with regard to staff administering assistance to students for personal hygiene and feeding activities, including the use of PPE in order to protect staff and students.</li> </ol>	<p>Julie Alleman, CEO</p> <p>Sharon Jones, RN, Chief Clinical Officer</p> <p>Cathy Shappell, QA Director</p> <p>Kathy Krueger, Director of Student Services</p> <p>Beth Folino, School Nurse Manager</p>		

## 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:

Per order of the Governor and the PA Department of Health on July 1, 2020, all staff, personnel, visitors, etc., are required to wear face masks and/or face shields while on school grounds. The only exceptions to this order are outlined in the guidance titled, "Universal Face Coverings Order FAQ." District/Building personnel, in consultation with medical professionals, will work to develop individual student and staff plans for those at high risk.

Students with underlying medical conditions that warrant an alternative learning setting will be provided an opportunity to choose a 100% virtual educational program option. This program will be developed and taught by teachers and paraprofessionals employed by CADES.

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)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ol style="list-style-type: none"> <li>1. Offer options to students with high risk of severe illness including distance learning model or return to school for in person learning only as advised by personal doctor.</li> <li>2. Students with higher risk for severe illness use of own equipment, materials, and educational supplies at all times.</li> <li>3. Maintain policies to protect the privacy of people at higher risk of illness.</li> <li>4. All staff will be provided all necessary PPE supplies.</li> <li>5. Consider optional methods for transportation to school</li> </ol>	<ol style="list-style-type: none"> <li>1. Offer options to students with high risk of severe illness including distance learning model or return to school for in person learning only as advised by personal doctor.</li> <li>2. Students with higher risk for severe illness use of own equipment, materials, and educational supplies at all times.</li> <li>3. Maintain policies to protect the privacy of people at higher risk of illness.</li> <li>4. All staff will be provided all necessary PPE supplies.</li> <li>5. Consider optional methods for transportation to school</li> </ol>	<p>Cindi Clark, COO</p> <p>Sharon Jones, RN, Chief Clinical Officer</p> <p>Cathy Shappell, QA Director</p> <p>Kathy Krueger, Director of Student Services</p> <p>Beth Folino, School Nurse Manager</p>	<p>Procedure for offering alternative learning and / or transportation models</p> <p>HIPPA training</p> <p>PPE / PPE stations</p>	<p>Yes</p>

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)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ol style="list-style-type: none"> <li>All staff will wear masks unless it is unsafe for them to do so.</li> <li>Staff should wear appropriate PPE based on specific interactions they are having with students.</li> <li>Staff must wear appropriate PPE in care areas of suspected individuals with COVID symptoms.</li> <li>Disposable face masks, re-usable face shields, washable gowns, disposable gloves and N-95 or KN-95 masks will be provided by CADES.</li> </ol>	<ol style="list-style-type: none"> <li>All staff will wear masks unless it is unsafe for them to do so.</li> <li>Staff should wear appropriate PPE based on specific interactions they are having with students.</li> <li>Staff must wear appropriate PPE in care areas of suspected individuals with COVID symptoms.</li> <li>Disposable face masks, re-usable face shields, washable gowns, disposable gloves and N-95 or KN-95 masks will be provided by CADES.</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Education Director</p> <p>Claire Shallow, Assistant Education Director</p> <p>Judy Kerkeslager &amp; Alison Mazur, Team Leads</p> <p>Beth Folino, RN, School Nurse Manager</p>	<p>PPE</p> <p>PPE donning and doffing training</p> <p>PPE stations and cleaning procedures</p>	<p>Y</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ol style="list-style-type: none"> <li>All GCMS students will be assessed regarding their ability to wear a mask, place the mask on and take it off independently, as well as assess the physical, emotional and psychological well-</li> </ol>	<ol style="list-style-type: none"> <li>All GCMS students will be assessed regarding their ability to wear a mask, place the mask on and take it off independently, as well as assess the physical, emotional and psychological well-</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Education Director</p>	<p>PPE</p> <p>PPE training and reinforcement strategies for students</p>	<p>Y</p>

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)
	<p>being of the student when they return to school.</p> <p>2. Teach and reinforce the use of masks/face shields for all students.</p> <p>3. All students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Students of cognitive ability and mobility that can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's orders are lifted.</p> <p>4. Students may choose to wear clean, personal masks.</p> <p>5. Disposable face masks will be provided by CADES for students that don't have one.</p>	<p>being of the student when they return to school.</p> <p>2. Teach and reinforce the use of masks/face shields for all students.</p> <p>3. All students, who do not meet one of the exceptions for wearing masks as per the Governor's orders, are required to wear masks/face shields. Students of cognitive ability and mobility that can independently take off masks without assistance will be highly encouraged to wear a mask all day, even if the Governor's orders are lifted.</p> <p>4. Students may choose to wear clean, personal masks.</p> <p>5. Disposable face masks will be provided by CADES for students that don't have one.</p>	<p>Claire Shallow, Assistant Education Director</p> <p>Judy Kerkeslager &amp; Alison Mazur, Team Leads</p> <p>Beth Folino, RN, School Nurse Manager</p>		

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)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ol style="list-style-type: none"> <li>1. Students with medical needs or disability should not wear PPE if it would interfere with their ability to breathe.</li> <li>2. Teach students how to properly put on and remove masks/face shields.</li> <li>3. Dispose or clean PPE immediately after physical intervention.</li> <li>4. Staff should have a change of clothes available in case of possible contamination.</li> <li>5. School health professionals should work with primary care providers to identify alternatives to certain treatments.</li> <li>6. Use of masks with clear window to</li> </ol>	<ol style="list-style-type: none"> <li>1. Students with medical needs or disability should not wear PPE if it would interfere with their ability to breathe.</li> <li>2. Teach students how to properly put on and remove masks/face shields.</li> <li>3. Dispose or clean PPE immediately after physical intervention.</li> <li>4. Staff should have a change of clothes available in case of possible contamination.</li> <li>5. School health professionals should work with primary care providers to identify alternatives to certain treatments.</li> <li>6. Use of masks with clear window to</li> </ol>	<p>Cindi Clark, COO</p> <p>Sharon Jones, RN, Chief Clinical Officer</p> <p>Cathy Shappell, QA Director</p> <p>Kathy Krueger, Director of Student Services</p> <p>Beth Folino, School Nurse Manager</p>	<p>PPE</p> <p>Individual safety plans within IEP</p>	<p>Y</p>

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)
	<p>show the mouth and facial expression of the speaker.</p> <p>7. Provide all specific health modifications as outlined in the IEP.</p>	<p>show the mouth and facial expression of the speaker.</p> <p>7. Provide all specific health modifications as outlined in the IEP.</p>			
<p><b>Strategic deployment of staff</b></p>	<ol style="list-style-type: none"> <li>1. Staff will be cross-trained to support an assigned “pod” of classrooms.</li> <li>2. For vacancies, properly trained substitutes will be assigned to familiar classrooms.</li> <li>3. Program administrators will ensure that staff are maintaining safety protocols and social distancing.</li> <li>4. Staggered re-opening of the school designed to slowly bring students back into the building</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff will be cross-trained to support an assigned “pod” of classrooms.</li> <li>2. For vacancies, properly trained substitutes will be assigned to familiar classrooms.</li> <li>3. Program administrators will ensure that staff are maintaining safety protocols and social distancing.</li> <li>4. Staggered re-opening of the school designed to slowly bring students back into the building</li> </ol>	<p>Kathy Krueger, Director of Student Services</p> <p>Cheryl Marmer, Assistant Education Director</p> <p>Claire Shallow, Assistant Education Director</p> <p>Judy Kerkeslager &amp; Alison Mazur, Team Leads</p>	<p>Protocol for staff deployment</p> <p>IEP cross-training procedures and professional development</p> <p>Relias Learning Management System</p>	<p>Y</p>

## 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
<b>COVID-19 Prevention: Center for Disease Control and Prevention Trainings; Symptoms of Coronavirus; Use of Face Coverings; Social Distancing; What to Do If You Are Sick</b>	All staff, all students (where applicable), essential contractors, visitors, volunteers, families	Julie Alleman, CEO Danielle Marigliano, PD Coordinator	Videos, modeling, coaching	Videos, posters	August 24, 2020	Ongoing
<b>Trauma &amp; COVID 19</b>	All staff	Steve Wagner, Chief Learning Officer	Videos	Videos, handouts	August 24, 2020	Ongoing
<b>Phased Reopening Plan &amp; Health and Safety Plan</b>	All staff, students, essential contractors & families	Julie Alleman, CEO Danielle Marigliano, PD Coordinator	Relias (staff), mailed home & posted on website	Completed plan	July 31, 2020	Ongoing review

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Handwashing / Hygiene demonstrations / PPE demonstrations</b>	All staff, all students (where applicable), essential contractors, visitors, volunteers, families	Danielle Marigliano, PD Coordinator Beth Folino, School Nurse Manager	Videos, modeling, coaching	Videos, posters	August 24, 2020	Ongoing
<b>Infection Control Cleaning Procedures</b>	All staff and essential contractors	Lisa Leuzzi, Director of Facilities	Videos, handouts	Videos. fliers	August 24, 2020	Ongoing
<b>Training of the Proper Use of Face Masks for Students</b>	All staff and families	Cindi Clark, COO	Assessment Videos, modeling, coaching	Assessment results Training plan	September 8, 2020	Ongoing
<b>Communication about Staff/Student Illness and Plan for Opening/ Closing School</b>	All staff, essential contractors, visitors, volunteers and families	Julie Alleman, CEO Danielle Marigliano, PD Coordinator	Relias (staff), mailed home & posted on website	Completed plan	July 31, 2020	Ongoing review

## 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
<b>Process for symptom screening/monitoring</b>	Parents/guardians, employees, essential contractors, visitors and volunteers	Kathy Krueger, Director of Student Services Julie Alleman, CEO Beth Folino, RN	Email, letters home, letters to vendors, posting on Relias	July 17, 2020	Ongoing
<b>Hygiene guidelines / PPE information</b>	Parents/guardians, employees, essential contractors, visitors and volunteers	Kathy Krueger, Director of Student Services Julie Alleman, CEO Beth Folino, RN	Email, letters home, letters to vendors, posting on Relias	July 17, 2020	Ongoing
<b>Plan for Social Distancing</b>	Parents/guardians, employees, essential contractors, visitors and volunteers	Kathy Krueger, Director of Student Services Julie Alleman, CEO Beth Folino, RN	Email, letters home, letters to vendors, posting on Relias	July 17, 2020	Ongoing
<b>Process for cleaning/sanitizing</b>	Parents/guardians, employees, essential contractors, visitors and volunteers	Kathy Krueger, Director of Student Services Julie Alleman, CEO Beth Folino, RN	Email, letters home, letters to vendors, posting on Relias	July 17, 2020	Ongoing
<b>Staff/Student Illness and Plan for Opening/ Closing School</b>	Parents/guardians, employees, essential contractors, visitors and volunteers	Kathy Krueger, Director of Student Services Julie Alleman, CEO Beth Folino, RN	Email, letters home, letters to vendors, posting on Relias	August 10, 2020	Ongoing

## Health and Safety Plan Summary: CADES

**Anticipated Launch Date: September 1, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"><li>• GCMS contracted custodial staff have conducted a deep cleaning and sanitization of all GCMS facilities following the guidelines of the Center for Disease Control (CDC) and Chester County Health Department.</li><li>• Our cleaning supplies meet or exceed OSHA and CDC requirements.</li><li>• Deep cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms will be implemented in accordance with facility usage and will occur daily.</li><li>• In addition to the daily cleaning, custodial staff will sweep the building routinely and disinfect high touch areas. Teachers, staff and/or students will use disinfectant wipes to clean desk and tabletops.</li><li>• Custodial staff have completed training relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the GCMS Phased Reopening Plan and be informed about daily disinfection procedures.</li><li>• Filters have been upgraded to MERV 13 and will be changed on ventilation units monthly and daily monitoring of ventilation</li></ul>

Requirement(s)	Strategies, Policies and Procedures
	systems will be observed to ensure the proper exchange of outside air is present to provide fresh and adequate air to students and staff. Restrooms will be disinfected throughout the day by staff.

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>• Classrooms will be arranged with all desks facing the same direction maintaining six feet of distance between students to the maximum extent possible.</p> <p>• The same students and staff will be grouped together as much as possible throughout the day. If a change of teacher/staff is necessary, the teachers/staff will move to the different classroom rather than the students, minimizing the number of people moving throughout the building.</p> <p>• All buildings/programs will follow the GCMS COVID-19 Phased Reopening Procedures. This plan utilizes the guidance of the CDC and the Chester County Health Department.</p> <p>• Students will be able to access the school yard and playground for recess. Adult supervision will ensure that all safety protocols are followed. If appropriate, outdoor space may be utilized for instructional purposes. Cleaning, disinfecting and sanitizing procedures will be completed after use.</p> <p>• All staff and students will follow hygiene routines upon entry into the building, when using the restroom, before/after eating, before/after using outdoor spaces and when exiting the building and after touching contaminated surfaces/items. Staff will teach proper hand washing routines as well as proper use of hand sanitizer.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>• Transportation will be staggered to allow students to safely exit the vehicle and enter the building using proper social distancing. The same procedure will be utilized when students leave the school for the day.</li> <li>• Staff and students will wash or sanitize hands before and after recess, lunches. Hand sanitizing dispensers will be placed throughout the buildings and in classrooms.</li> <li>• Shared materials will be reduced to the greatest extent feasible with students encouraged to bring personal materials as much as possible.</li> <li>• Hallway usage will be structured to reduce student interactions and increase distancing. Students without masks will not transition in hallways.</li> <li>• Classrooms seating arrangements will be designed to the maximum point feasible to ensure social distancing.</li> <li>• Visitors to the building will be discouraged or if necessary, limited. Alternatively, the use of videoconferencing has proven successful and will continue during the initial reopening period to allow relevant stakeholders “access” to the building.</li> <li>• Our buildings/programs service a wide range of students with special needs. All staff will be required to follow social distancing and safety protocols and support students with following the guidelines as well. All students with age level cognition and the mobility to don and take off a personal mask without assistance will be required to wear a mask and to follow all safety protocols. Students with limited mobility, medical conditions and/or social/emotional/behavior challenges that will make wearing a mask challenging will not be required to do so.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>On the first staff day, the building/program administration will review all safety protocols. Building/program administration will continue to monitor consistent implementation and provide retraining as necessary</li> </ul>

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li><b>* Monitoring students and staff for symptoms and history of exposure</b></li> <li><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></li> <li><b>* Returning isolated or quarantined staff, students, or visitors to school</b></li> </ul> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>All staff will complete the self-screening tool that reviews COVID-19 symptoms and other risk factors at home each morning prior to leaving for work. Any symptoms will be reported to supervisors. All parents of students will be asked to complete the screening each morning. If symptoms exist, the student should remain at home.</li> <li>Staff will self-report from home prior to leaving for work, daily. Parents will complete the health screening daily each morning and keep any child with symptoms home. If symptoms exist, staff or students will remain at home and contact the appropriate administrator.</li> <li>Students capable of responding will be asked the health screening questions upon entry into the building and will be sent to the quarantine room if symptoms are present.</li> <li>Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. Staff or students with a probable or confirmed exposure will be sent to the isolation room or home.</li> <li>The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Chester County Health Department for decisions regarding quarantine.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> <li>• Staff or students will be allowed to return to the building/program with a doctor's note or a negative test result. Staff who are unable or uncomfortable with returning will be asked to work with their supervisor and Human Resources team to determine eligibility for leave and/or accommodations.</li>   <li>• Students and parents, in coordination with their health care professional and with regard to Chester County Health Department guidelines, will determine if the students are able to return.</li>   <li>• Families will be notified of the need for potential school closures through the School Messenger system. This system calls, emails and texts information to parents/guardians. Information will also be posted on the website and social media outlets.</li>   <li>• All staff working directly with students will be trained to monitor students for symptoms. Adults will be expected to monitor their own symptoms and report concerns to the school nurse or building/program administrator. Training will occur prior to the return to the building/program and will be reinforced by the administrators and nurse at an in-person meeting on the first day the staff member returns to work. Administrators will monitor the staff and provide on-going training as deemed necessary.</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <b>Protecting students and staff at higher risk for severe illness</b></li>   <li>* <b>Use of face coverings (masks or face shields) by all staff</b></li> </ul>	<ul style="list-style-type: none"> <li>• All staff will wear masks/face shields unless it is unsafe for them to do so. Staff should wear appropriate PPE based on specific interactions they are having with students. All students, who do not meet one of the exceptions for wearing masks as per</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>*Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>*Strategic deployment of staff</b></p>	<p>the Governor's orders, are required to wear masks/face shields. Training/guidance will be provided.</p> <ul style="list-style-type: none"> <li>• The GCMS COVID-19 Phased Reopening Plan provides staff and students with confidentiality in the event that they are high risk. The plan addresses options for students and staff to limit their risk of exposure such as working from home, virtual learning for students and limit job responsibilities that require face-to-face interaction/exposure.</li> <li>• Building substitutes are GCMS employees. These teachers and instructional aides are familiar with our students and programming. These individuals will complete the same training protocols as regular staff. Administration will provide oversight and guidance.</li> <li>• GCMS has a full array of instructional, skilled nursing, behavioral, and therapeutic staff to address the needs of our students and families. Teachers, instructional aides, behavior staff and nurses are available to address concerns related to COVID-19 and the return to school.</li> </ul>

**Health and Safety Plan Governing Body Affirmation Statement**

The Board of Directors/Trustees for **CADES** reviewed and approved the Phased School Reopening Health and Safety Plan on **TBD – August Date**

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

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

By:

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*(Signature\* of Board President)*

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*(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.