



# 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.

## **Table of Contents**

<b>Health and Safety Plan</b>	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	12
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	15
Health and Safety Plan Communications	16
<b>Health and Safety Plan Summary</b>	17
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	17
Social Distancing and Other Safety Protocols	17
Monitoring Student and Staff Health	18
Other Considerations for Students and Staff	19
<b>Health and Safety Plan Governing Body Affirmation Statement</b>	20

*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: **Y.A.L.E. School Philadelphia**

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 8, 2020-September 25, 2020 will be remote with staff reporting to the building. One September 29, 2020 the school will reopen for in person instruction on a modified schedule of Mondays, Tuesdays, Thursdays, and Fridays from 8:30am-1:00pm and Wednesdays being remote learning for all students.****



## 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)
Jacqueline Turner	Administration	Both
Patrick Graham	Administration/Teachers	Both
Sandra Rogers	Administration	Both
Erica Leonard	Administration	Both

Christina Mantoni	Teachers	Both

### Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?



In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

Custodial staff and contracted janitorial staff have conducted a deep-cleaning and sanitization of all facilities following the guidelines of the CDC and local Health Department. Our cleaning supplies meet or exceed OSHA and CDC requirements. Deep-cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms in will be implemented in accordance with facility usage and will occur daily. In addition to the daily cleaning, janitorial staff will sweep the building routinely to disinfect high touch areas. Teachers, staff and/or students will use disinfectant wipes to clean desk and table tops. Teachers and staff will review the Reopening Plan and be informed about daily disinfection 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)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any</b>	Same under Green Phase	<ul style="list-style-type: none"> <li>• The school will follow CDC guidelines for cleaning and disinfecting its facilities, learning spaces/classrooms,</li> </ul>	All Administration and Lead Teachers in each room.	<ul style="list-style-type: none"> <li>• Hand sanitizer to be made available at all staff and guest entrances</li> </ul>	Y

<p><b>other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>		<p>etc. Utilize EPA approved disinfectants against Covid-19</p> <ul style="list-style-type: none"> <li>● Utilize the CDC decision tree cleaning guides: <ul style="list-style-type: none"> <li>○ <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html">https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html</a></li> <li>○ <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf">https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf</a></li> <li>○ <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</a></li> </ul> </li> <li>● Water Fountains will only be used to fill large pitchers to be taken to classrooms, floor door monitors will ensure fountain water is turned off after each use and clean if a</li> </ul>		<ul style="list-style-type: none"> <li>● Disinfectant wipes will be available in classrooms where staff and students can clean surfaces throughout the school day (Gloves will be available)</li> <li>● All other required cleaning supplies will be available in the building in accordance with needs to meet CDC guidelines for cleaning</li> <li>● Large Pitchers and cups for water (for individual use)</li> </ul>
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		<p>staff or student inadvertently attempts to use a fountain</p> <ul style="list-style-type: none"> <li>• Air Conditioning, Install new filters in units and clean regularly</li> <li>• Normal routine of cleaning with soap and water will decrease risk of exposure on most surfaces</li> <li>• Routine cleaning of high traffic and high touch point areas and surfaces with disinfecting wipes.</li> <li>• Thorough cleaning with heavy duty cleaners at the end of the day to limit the risk of exposure to any virus.</li> </ul>			
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Same under Green Phase</p>	<ul style="list-style-type: none"> <li>• Increased monitoring of any pests in the building due to students eating in their classrooms.</li> <li>• Plexiglass barriers (stationary and portable) will be used throughout the building where appropriate. These barriers will be cleaned throughout the day.</li> <li>• Windows will remain open when feasible in order to</li> </ul>	<p>All Administration and Lead Teachers in each room</p>	<ul style="list-style-type: none"> <li>• Contracted pest control service.</li> <li>• Open windows (when appropriate)</li> </ul>	<p>Y</p>

		<p>increase ventilation in the building.</p> <ul style="list-style-type: none"> <li>• Wall mounted air ventilation systems will be placed in every room throughout the building.</li> </ul>			
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## 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:

The Y.A.L.E. School of Philadelphia recognizes the importance of students getting back to the traditional brick and mortar education setting. This setting will help students in making progress in their academic, behavior, and social skills. Students' IEPs will be implemented with fidelity, helping secure a truly individualized, comprehensive educational setting. Following the mandated closure in response to the COVID-19 pandemic, our school will be following PA DOH and CDC guidelines in order to ensure the safety of all students and staff. We will hold a **Universal Expectation to Remain At Home If you are Sick** - All employees and parents preparing students for school must assume responsibility for performing pre-screening for possible signs of illness, which involves

taking temperatures, monitoring Covid-19 symptoms and any recent exposure to someone diagnosed with COVID-19. For parents and students, this helps avoid the unpleasant consequence of the student needing to secure transportation home immediately upon arrival at school and the transmission risk associated with CoVID-19.

The Y.A.L.E. School will be using the guidelines below to inform new policies and procedures once schools are reopened:

- **PDE Guidance on Reopening-**  
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/ConditionsResInstruction.aspx>
- **CDC Considerations for Schools-** <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- **CDC Reopening Decision Tree-**  
<https://www.upperdarbysd.org/cms/lib/PA02209738/Centricity/Domain/1980/CDC%20Schools-Decision-Tree.pdf>
- **World Health Organization Resources-** <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Additional Information:

- Classrooms will be arranged with all desks facing the same direction maintaining 6 feet of distance between students to the maximum extent feasible.
- The same students and staff will be grouped together as much as practical throughout the day. If change of teacher is necessary, the teachers will move to the different classroom rather than the students, minimizing the number of people moving throughout the building.
- 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. Staff will teach proper hand washing routines as well as proper use of hand sanitizer.
- Transportation pick up and drop off procedures will be staggered to allow students to safely exit the vehicle and enter the building using proper social distancing.
- Visitors to the building will be discouraged or limited. Alternatively, the use of videoconferencing has been successful and will continue during the initial reopening period to allow relevant stakeholders access to the building.
- Our schools/programs service a wide range of students with special needs. All staff will be required to follow social distancing and safety protocols as much as possible and support students with following the guidelines as well.
- Students with age level cognition and the mobility to don and take off a personal mask without assistance will be highly encouraged to wear a mask and to follow all safety protocols. Young students or those with limited mobility, medical

conditions, and/or social/emotional/behavior challenges that will make wearing a mask challenging may not be required to do so however toleration and shaping procedures for mask wearing will be put in place to help increase this behavior.

- All staff working in the buildings/programs will participate in a virtual training in the safety protocols prior to returning to the building/program and routinely after opening.
- 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.

Please find a summary of the school’s efforts to implement guidance in the chart below:

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>Same as Green Phase</p>	<p><b>Classroom Set Up/Furniture Arrangement</b></p> <ul style="list-style-type: none"> <li>● In all classrooms desks and seating arrangements will be 6 feet apart. All designated sitting areas will be marked.</li> <li>● All desks will face the same direction to reduce the risk of exposure.</li> <li>● Will utilize additional building space to decrease the number of people in a room.</li> <li>● Will arrange furniture to avoid clustering of students or grouping together, will remove all group tables from classrooms to help to support this expectation.</li> <li>● Partitions will be used in areas where it is difficult to maintain the 6 feet distance expectations.</li> </ul> <p><b>Staff/Student Behavior Re: Social Distancing</b></p>	<p>All Administrators in the building will monitor social distancing guidance.</p> <p>All staff in the building are required to engage in social distancing.</p>	<p>Throughout the building there will be posted signs reminding students of CDC/WHO guidance. The signage will be made and tailored to all age groups to increase comprehension.</p>	<p>Y. This will be an expectation of each classroom before students come into the building.</p>

		<ul style="list-style-type: none"> <li>In the elementary classrooms social distancing may not be feasible. Social Distancing will be encouraged and reinforced by the staff in the room.</li> <li>Middle school classrooms will also be closely monitored, and students are expected to follow social distancing guidance.</li> </ul> <p><b>Staff/Student Use of PPE</b></p> <ul style="list-style-type: none"> <li>All staff in the building will be required to wear a mask, staff members that are required to work closely with students (Teachers, 1-1 Aides, and Teacher Assistants) may wear additional PPE in addition to a mask.</li> </ul>		<p>There will be markings in hallways, classrooms, restrooms, and other rooms to remind students and staff of social distancing.</p> <p>Plastic barriers may be used to facilitate student/staff traffic in the building.</p>	
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Same as Green Phase</p>	<p><b>Meals for Students</b></p> <ul style="list-style-type: none"> <li>all student meals will be served in the classrooms to limit the congregation of students in a large group setting as well as cross contamination across classrooms in a shared space.</li> <li>Students will be provided with an individually wrapped hot meal or will be required to bring a packed lunch that does not require reheating as communal microwaves will no longer be made available in shared spaces or classrooms.</li> <li>Water breaks for staff and students will be scheduled throughout the day to ensure safe distances are maintained when removing facial coverings and masks for the purposes of drinking water.</li> </ul> <p><b>Meals for Staff</b></p>	<p>All Administrators in the building will monitor social distancing guidance.</p> <p>All staff in the building are required to engage in social distancing.</p>	<p>None</p>	<p>Y. This will be an expectation of each classroom before students come into the building.</p>

		<ul style="list-style-type: none"><li>● Staff will be expected to eat following student dismissal. Staff are not permitted to eat during hours when students are present in the building in order to limit the removal of masks and facial coverings.</li><li>● In an effort to minimize the amount of community members having contact with our building, staff, and/or students, staff will no longer be able to individually order food to be delivered to the school. If a staff member would like to consume a meal during the school day they must bring a packed lunch that does not require reheating as communal areas and shared microwaves will no longer be available in the school.</li><li>● Water breaks for staff and students will be scheduled throughout the day to ensure safe distances are maintained when removing facial coverings and masks for the purposes of drinking water.</li></ul> <p><b>Restrooms:</b></p> <ul style="list-style-type: none"><li>● Staff and students will have scheduled restroom breaks that are specifically for handwashing breaks and use of the facilities throughout the day.</li><li>● Staff and students will only be permitted to access restrooms one at a time.</li><li>● Staff and students will not be permitted to line up in the hallway while waiting for the bathroom, they will be called down by the hallway door monitor when the bathroom is available.</li><li>● In the event of an emergency students will be accompanied by a staff to the bathrooms near the gymnasium one at a time.</li></ul> <p><b>Office Area:</b></p> <ul style="list-style-type: none"><li>● Access to the office area will be scheduled in blocks of time to allow for access to the copier, fax, scanner.</li><li>● One staff will be designated per room to be the person that picks up office supplies, staff will place orders via email to the office</li></ul>			
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		<p>secretary, she will prepare the order, contact the designated staff person, and coordinate the pick up of items one staff at a time.</p> <p><b>Communal Staff Areas:</b></p> <ul style="list-style-type: none"> <li>• Communal Staff areas will be closed. Staff are expected to report directly to their assigned classroom following daily arrival procedures for temp checks and symptom questionnaires.</li> <li>• Congregating in hallways or other areas of the building will be prohibited. Staff are expected to remain in their designated rooms during all scheduled prep times before and after school hours.</li> <li>• All classroom refrigerators will be cleaned daily. Staff are required to take food items and containers home daily, they will be thrown out if left in the refrigerator or freezer.</li> <li>• Posted signs will communicate if anything left in the refrigerator, it will be discarded.</li> </ul> <p><b>Elevators:</b></p> <ul style="list-style-type: none"> <li>• There will only be one (1) staff member allowed in the elevator at a time.</li> <li>• Students that are physically unable to walk up the stairs are allowed to use the elevators.</li> <li>• Students are required to wear a mask in the elevator. The staff member with the student is required to wear a mask.</li> <li>• The elevator should be cleaned daily, especially high touch areas (handles, floor buttons, and walls)</li> </ul>			
* Hygiene practices for students and staff including the manner and frequency of hand-washing	Same as Green Phase	<p><b>Hand Sanitizer</b></p> <ul style="list-style-type: none"> <li>• Hand sanitizer will be situated in each classroom and office in the school building.</li> <li>• Staff and students will be expected to use hand sanitizer throughout the day, when hand washing is not an option.</li> </ul> <p><b>Hand Washing</b></p>	All Staff and Students	Posters reminding of recommended hand washing practices posted	Yes. This will be addressed in onboarding training prior to

<b>and other best practices</b>		<ul style="list-style-type: none"> <li>• Best practice encourages hand washing prior to meals and snacks, after meals and snacks, transition back to class from being outside, after using the bathroom, after blowing one’s nose, coughing, or sneezing.</li> <li>• Hand washing times will be scheduled throughout the day (at least twice per day) in order to limit traffic throughout the building.</li> <li>• High touch surfaces will be wiped down (sink/toilet handles, vanity tops, soap dispensers, door handles) in the bathroom after each hand washing session.</li> </ul>		around the building and in classrooms.	students starting.
<b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Same as in Green Phase	<ul style="list-style-type: none"> <li>• CDC signs of social distancing, proper hygiene, and protective measures will be posted throughout all facilitates in high traffic areas, restrooms, and rooms deemed necessary by building supervisors.</li> </ul>	All Building Administrators.	CDC posters for use throughout the building.	No.
<b>* Identifying and restricting non-essential visitors and volunteers</b>	Same as in Green Phase	<ul style="list-style-type: none"> <li>• All non essential visitors and volunteers are not permitted inside the school at this time.</li> <li>• Accommodations for observations or tours will be made to allow for virtual visits.</li> </ul>	Building Administrators and School Secretary	Posted Signs at main entrance and Main Office	Yes. This will be addressed in onboarding training prior to students starting.
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC</b>	In person physical education will be suspended in the yellow phase and will transition to a virtual session.	<ul style="list-style-type: none"> <li>• The Y.A.L.E. School of Philadelphia will create parameters to guide the physical education curriculum during hybrid learning</li> <li>• This policy will allow for social distancing, limiting physical contacting, and will encourage games and activities that will reduce the increased spread of respiratory droplets from increased physical activity.</li> <li>• Physical Education may also take place virtually in the classroom or during the one fully remote learning day.</li> </ul>	All Building Administrators and Physical Education Teacher	Y.A.L.E. School PE Policy and virtual meeting technology	Yes.

Considerations for Youth Sports					
<b>Limiting the sharing of materials among students</b>	Same as Green Phase	<ul style="list-style-type: none"> <li>• Use of shared objects (e.g. gym or physical education equipment, art supplies, toys, games) should be limited and cleaned between uses if items are shared.</li> <li>• Keep each student's belongings separated from others' and located in specified areas.</li> <li>• All staff should organize materials to facilitate single users. For example, teachers should assign students with their own box of crayons, stick of glue, scissors, etc.</li> <li>• Each child will have access to their own, one of the following PC/Laptop/ipad, for online learning purposes and devices will not be shared between students.</li> <li>• All high touch items will be cleaned throughout the day.</li> </ul>	All Building Administrators and Lead Teachers	<p>Plastic bins for storage of materials/ remove all toys/items made of cloth.</p> <p>Small containers for daily items (crayons, pencils, markers, scissors, erasers, etc.)</p>	
<b>Staggering the use of communal spaces and hallways</b>	Same as Green Phase	<ul style="list-style-type: none"> <li>• Students will remain in their homerooms for the majority of the school day, between class transitions will be limited via teachers moving between rooms while students stay in their location and use of the google classroom and google meet platforms.</li> <li>• Access to hallways for movement breaks and bathroom breaks will be limited to one student at a time and coordinated via the hallway door monitor.</li> <li>• Following breaks in the hallway any high touch surfaces will be wiped down including door knobs or any materials used during the movement break.</li> <li>• For arrival and dismissal transitions students will be admitted into the building in a staggered manner once the required temp and question checks have been completed and will be called down one at a time by name for dismissal.</li> </ul>	All Building Administrators, Lead Teachers, and Staff	Y.A.L.E. School Hallway/Restroom Usage Memo	
<b>Adjusting transportation schedules and practices to create</b>	Same as Green Phase	<p><b>Arrival- Staff</b></p> <ul style="list-style-type: none"> <li>• <u>Staff-</u> are required to enter Y.A.L.E. school buildings through designated entrances for check-in surveillance daily. During</li> </ul>	All Building Administrators, Lead Teachers, and Staff	Y.A.L.E. School Arrival/Dismissal Guideline document.	Y. Will be covered during onboarding training

<p><b>social distance between students</b></p>		<p>check-in staff are to maintain 6' social distancing and avoid contact.</p> <ul style="list-style-type: none"> <li>○ Upon arrival, staff must be wearing a face covering. If a mask is needed, one will be provided.</li> <li>○ Screening personnel will complete the Symptom Checklist to assess for signs of illness.</li> <li>○ Temperature will be checked and recorded, if 100.4 or higher staff will be sent home.</li> <li>○ Staff will be required to use hand sanitizer at the entry point.</li> </ul> <ul style="list-style-type: none"> <li>● Staff will sign in on their designated floor (2<sup>nd</sup> and 3<sup>rd</sup> floor will have separate binders)</li> <li>● Once arrival procedures are complete staff are expected to report directly to their assigned homeroom and may not visit other rooms unless directed to do so by a supervisor.</li> <li>● Staff will remain in their homeroom pod, using social distancing guidelines, unless making copies or getting supplies from the main office (See details below).</li> <li>● Staff will don all additional required PPE before students enter the building.</li> <li>● Staff will label all personal items (water bottles, coffee mugs, etc) with their names and place out of the reach of students.</li> </ul> <p><b>Dismissal- Staff</b></p> <ul style="list-style-type: none"> <li>● Staff will disinfect all surfaces (chairs, desks, partitions, materials, door knobs, tables, etc.) before leaving for the day.</li> <li>● All PPE should be cleaned and disinfected daily</li> <li>● All cleaning materials should be labeled put away out of the reach of students.</li> <li>● All personal food items should be taken home daily.</li> <li>● Staff will remain in their assigned homeroom until the end of the day and will maintain social distancing guidelines while holding meetings, or completing end of day paperwork (IRs, Behavior data, etc.)</li> <li>● Staff will sign out on their designated floor (2<sup>nd</sup> and 3<sup>rd</sup> floor will have separate binders)</li> </ul>			
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- Staff will maintain social distancing expectations while in line for end of day sign out.
- Staff are encouraged to wash their face covering daily or switch to a new mask.

**Arrival- Students**

*Bus Duty and Parent Drop Off During Bus Duty:*

- Upon arrival, all students must be wearing a face covering when they leave the bus or the car of a parent, unless otherwise cleared for health reasons.
- Students will not be permitted to exit their vehicle until said vehicle has arrived to one of the two designated drop off zones in front of the school buildings.
- Each bus (van/cab) and parent/guardian vehicle will park out front of the school. No students will be allowed out of their mode of transportation before being evaluated.
- Attendants and parents will not be permitted to walk children up to the school building.
- 2-3 Staff members (wearing PPE) will go to each bus and perform temperature checks on the students and bus staff and will answer the “Symptom Questionnaire” before starting their day.
  - If cleared the staff member will dismiss students in small groups to enter the building.
    - Small groups (1-3 students) will enter the building maintaining social distancing guidelines while walking to their classrooms.
    - Staff will be staggered throughout the building to help students maintain a safe distance from one another.
    - All students will be encouraged to wear a face covering upon entering the building.
  - If not cleared, i.e. presenting with a temperature of 100.4 or higher or demonstrating other symptoms of potential illness, student will be sent home with parent if present or taken to the designated isolation

area if parent is not present and parent will be contacted to immediately come and pick up their child.

- All staff members assisting with bus duty will be required to wash hands before returning to their designated classroom.

*Parent Drop Off After Bus Duty:*

- Parents will ring the bell for the building.
- Parents will be required to wear masks while dropping their child off.
- Y.A.L.E. staff will meet the parent at the front door of the building, perform a temperature check and symptom questionnaire, and sign the student in.
- The student may enter the building once all entrance protocols are complete.
- all sign in materials will be cleaned after each use.
- Parents will not be permitted to enter the building unless there is a prearranged meeting.

**Dismissal- Students**

*Bus Duty and Parent Pick Up During Bus Duty:*

- All buses (vans/cabs) and parent vehicles will remain parked with all bus personal and parents waiting in their vehicles. At no time may bus personnel or parents gather in front of the school building.
- The supervisor leading bus duty will call down **students by name using small group protocol** (1-3 students).
- Staff again will be staggered in the building monitoring students, and providing guidance with social distancing.
- Students will exit the building using social distancing procedures.

*Parent Pick Up (After Bus Duty):*

- Parents will ring the bell for the building.

		<ul style="list-style-type: none"> <li>Parents will be required to wear masks while picking up their child off.</li> <li>Y.A.L.E. staff will meet the parent at the front door will ask the parents to sign the student out.</li> <li>sign out materials will be cleaned following each sign out.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li><b>No impromptu meetings will be permitted in the building. All meetings will be held virtually- meaning unless cleared by a supervisor, a parent will have to schedule a Google Meet to talk to a teacher or supervisor.</b></li> </ul>			
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Same as Green Phase</p>	<ul style="list-style-type: none"> <li>All classrooms will be capped at 8-10 students per room.</li> <li>All staff and students will be assigned to a specific classroom.</li> <li>There will be no switching of students between classrooms for academic periods, staff will switch rooms based on student need.</li> <li>All observers will be encouraged to perform observations virtually.</li> <li>If observers are in the classroom Y.A.L.E. School of Philadelphia will require at least 6 feet of separation from staff and students for the entire visit as well as adherence to all PPE requirements.</li> <li>All interactions and instruction are encouraged to take place using social distancing guidelines.</li> <li>If instruction or interactions need to be closer, barriers should be used within 3 feet of space along with face coverings and any additionally identified PPE such as face shields or gloves.</li> <li>If gloves are used, they should be discarded immediately after the interaction with the student is complete and should be followed with hand washing.</li> <li>Cleaning/sanitizing procedures should be followed after close interactions (barriers, PPE, discarding gloves, hand washing, etc)</li> </ul>	<p>All Building Administrators, Lead Teachers, and Staff</p>	<p>Portable Barriers, PPE, Gloves, Cleaning/Sanitizing Solution</p>	<p>Y. This will be covered in the onboarding training.</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>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<b>Other social distancing and safety practices</b>	Same as Green Phase	<ul style="list-style-type: none"> <li>● All meetings should be taking place on our virtual platform through Google Meet unless approved by a building supervisor.</li> <li>● Staff will have “mask breaks” locations that they can utilize an outdoor space to take a short (1-5 min) to have relief from mask wearing.</li> <li>● Completing the daily <u>Pre-Arrival Screening and Acknowledgement Form</u> - Families will be required to sign the COVID-19 School Health &amp; Safety Agreement at the start of the school year agreeing that they will not send their Y.A.L.E. student to school if any of the statements on the pre-screening are true for elevated temperature, COVID-19 symptoms, or recent exposure to someone with COVID-19. It also acknowledges their commitment to seek appropriate medical care and direction before a student returns to school from an illness.</li> <li>● Y.A.L.E. School personnel, who have been trained in the use of a screening tool, the Symptom Check-List, will ascertain if an individual presents any of the following at the point of entry: <ul style="list-style-type: none"> <li>○ Showing signs of COVID-19 <ul style="list-style-type: none"> <li>■ Temperature of 100.4 or above</li> <li>■ Cough</li> <li>■ Shortness of breath or difficulty breathing</li> <li>■ Feeling feverish</li> <li>■ Sore throat</li> <li>■ Repeated shaking with chills</li> </ul> </li> </ul> </li> </ul>	All Building Administrators, Lead Teachers, and Staff		Y. Will be addressed during onboarding training.



		<ul style="list-style-type: none"> <li>■ New loss of taste or smell</li> <li>■ Muscle or body aches</li> <li>■ Headache</li> <li>■ Nausea/vomiting</li> <li>■ Diarrhea</li> <li>■ Congestion/running nose (not related to seasonal allergies)</li> <li>■ Unusual fatigue.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Parents, students and staff will be reminded that medications to reduce fever before coming to school should not be used; this information must be disclosed if a student or staff member had a fever reducer such as Acetaminophen, Ibuprofen, or Naproxen under any brand name.</b></li> <li>● Has been in close contact with someone who has confirmed or suspected COVID -19 in the last 10 days</li> <li>● Lives in the same household as someone having any of the above symptoms</li> <li>● Has been in close contact with anyone with suspected or confirmed COVID-19</li> </ul>			
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## 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:**

The Y.A.L.E. School of Philadelphia will be taking all measures recommended by the PA Department of Health (DOH) as well as the Center for Disease Control (CDC) to collect and monitor the health of all staff and students in the school building. Staff and students will complete symptom questionnaires, and undergo temperature checks each day to help guide admittance into the building. Staff and students displaying any of the symptoms connected to COVID-19 or having a temperature of 100.4 degrees fahrenheit or higher will not be allowed into the building. We are encouraging parents to keep students home if they are feverish (100.4 or higher) or displaying any COVID symptoms as they will be sent home if they arrive to the school demonstrating symptoms.

Symptoms of COVID-19 Outlined by the CDC are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The Y.A.L.E. School of Philadelphia understands that staff and students may be uncomfortable returning to the brick and mortar form of learning. All families and staff have been surveyed regarding the return to school. The school has documented all concerns and provided follow up

communication to alleviate any concerns about the school’s reopening plan. Parents may also opt into a fully virtual model of learning if they do not want their child in the building. Staff members that meet the criteria for “High Risk” are encouraged to contact the building supervisory team in order to implement accommodations under the Americans with Disabilities Act (ADA) that will help them perform their essential job duties on site.

The Y.A.L.E. School of Philadelphia will continue to use the emergency alert software, email, and phone calls to contact all families and staff of any confirmed positive COVID-19 cases at the school.

Building Supervisors will be reporting to the Y.A.L.E. School Program Office and owners for continued guidance for staff and students in quarantine and/or isolation. Staff and students will need to be fever and symptom free, along with one negative test at a minimum before returning to the school building. All staff and families will be notified about the Staff and Student Health Monitoring policy before the start of brick and mortar learning. Building supervisors will continue to monitor and implement these Staff and Student Health Monitoring procedures throughout the school year.

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>	<p>Same as Green Phase</p>	<ul style="list-style-type: none"> <li>All staff and students will have their temperature recorded before entering the building. Anyone with a temperature at or above 100.4 degrees fahrenheit will be asked to go home.</li> <li>Parents will be asked to monitor their children for symptoms possibly connected to COVID-19 (listed above) and keep any student home that is displaying symptoms.</li> <li>Children that are displaying symptoms upon arrival to school will be checked on by the school nurse and may be placed in isolation until transportation home can be arranged.</li> <li>Staff are expected to disclose all travel plans to the school. If travel takes place in or passes through a state on the quarantine list the staff member must quarantine before returning to work.</li> </ul>	<p>All Building Supervisors</p>	<p>Symptom Questionnaires; Contactless Thermometers; Symptom Overview to send home to families; Time Off Request For</p>	<p>Y. These policies will be covered during the onboarding training prior.</p>

		<ul style="list-style-type: none"> <li>• Please find the COVID Information for Travelers per DOH on <a href="https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx">https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx</a></li> <li>• Following a possible exposure or positive COVID-19 test contract tracing will take place to determine those individuals at the Y.A.L.E. School of Philadelphia that may need to quarantine or get a COVID-19 test.</li> </ul>			
<b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Same as in Green Phase	<ul style="list-style-type: none"> <li>• All non-essential visitors will not be allowed to enter the school building until full time brick and mortar school is active.</li> <li>• All other visits will be encouraged to take place after school to greatly reduce risk of exposure. All visitors will be asked to complete a temperature check and disclose any possible symptoms connected to COVID-19 in order to enter the building.</li> <li>• Any staff member with a fever or displaying symptoms will be asked to stay home and not come into work.</li> <li>• Any student with a fever or displaying symptoms will be asked to put on a mask and get checked on by the school nurse. This student may be placed in isolation in a well ventilated room while waiting to be picked up and taken back to their home.</li> <li>• Any possible exposure event or positive COVID-19 test will be immediately reported to the Y.A.L.E. School program office.</li> </ul>	Y.A.L.E. School Program Office; Building Supervisors	Symptom Questionnaires; Contactless Thermometers;	Y. These policies will be covered during the onboarding training prior.
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	Same as in Green Phase	<p><b>Procedures below if anyone recently in the school has developed symptoms of Covid-19:</b></p> <ul style="list-style-type: none"> <li>• They (Person A) should go home immediately, self-isolate, seek medical attention and be tested</li> <li>• Tell anyone who was in close contact (within 6 feet of Person A for 15 minutes or more) with that individual that “someone” (Person A – not specific name) who you were in close contact with has Covid-19 Symptoms. Recommend that all individuals who were</li> </ul>	Y.A.L.E. School Program Office; Building Supervisors		

		<p>in contact with Person A see their medical provider, monitor themselves for Covid-19 symptoms, practicing social distancing, and wear a facial covering when in public. If they develop symptoms, they should notify the supervisor, stay home, seek medical attention, and be tested.</p> <ul style="list-style-type: none"> <li>• Person A is not allowed back in school until at least 10 days have passed since symptoms appeared, at least 24 hours fever free without the use of fever reducing medicine, symptoms have improved and school health office has received negative test results.</li> <li>• If Person A is positive – may return to work /school after at least 10 days have passed since symptom onset, <u>and</u> they are free of Covid-19 like symptoms or symptoms have improved, <u>and</u> there is no fever for 24 hours without the use of fever reducing medications, and health office has received documentation of negative test results. Supervisor must immediately notify the Local Health Department of the confirmed positive case. Close off areas used by the sick person, and do not use until after cleaning and disinfecting the areas.</li> <li>• If person A is negative – Can return to school/work once 10 days have passed since the onset of Covid-19 symptom(s), there is no fever for 24 hours without the use of fever-reducing medications, symptoms have improved, and school health office has received negative test results.</li> <li>• COVID-19 Return to Work Screening Form must be completed and signed by building supervisor.</li> </ul> <p><b>Procedures below if there is a diagnosis of Covid-19 in the school:</b></p>			
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		<ul style="list-style-type: none"> <li>- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. We will follow current <a href="#">Communicable Disease Service Guidance</a> for illness reporting.</li> <li>- If the school becomes aware that an individual who has spent time in a school facility tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality. All the families within that class will be notified via letter. <ul style="list-style-type: none"> <li>● Establishment of an isolation space. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.</li> <li>● Students should remain in isolation with continued supervision and care until picked up by an authorized adult.</li> <li>● Follow current Communicable Disease Service guidance for illness reporting.</li> <li>● Methods to assist in contact tracing including records of groups/cohorts, assigned.</li> <li>● Continuous monitoring of symptoms.</li> <li>● Readmittance policies consistent with <a href="#">Department of Health guidance and information for schools</a> and <a href="#">Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19</a></li> <li>● Possible short term closure <a href="#">as per guidance from the CDC</a>: "Any school in any community</li> </ul> </li> </ul>			
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		might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building.”			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Same as in Green Phase	<ul style="list-style-type: none"> <li>• The Y.A.L.E. School will take into consideration the state of PA guidance on reopening schools.</li> <li>• The school will continue to monitor parents and staff input regarding any possible reopening or move between phases.</li> <li>• All messages will come from the Y.A.L.E. Program office through the Emergency Alert software, and school website.</li> <li>• Parents will also receive this information via email and a direct phone call from the Y.A.L.E. School to answer any questions and alleviate any concerns the families may have.</li> </ul>	Y.A.L.E. School Program Office; Building Supervisors; Secretary	Emergency Alert Software, School Website	N.
<b>Other monitoring and screening practices</b>	Same as in Green Phase	<ul style="list-style-type: none"> <li>• Parents, students and staff will be reminded that medications to reduce fever before coming to school should not be used; this information must be disclosed if a student or staff member had a fever reducer such as Acetaminophen, Ibuprofen, or Naproxen under any brand name.</li> </ul>	All Building Supervisors	N/a	N.

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?

- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions:**

The Y.A.L.E. School of Philadelphia continues to monitor all current guidance from the DOH, CDC, and WHO regarding current measures to take to keep staff and students safe while in the school building. All staff will receive two (2) types of facial coverings, a gator mask and cloth mask. Disposable, single use, medical masks will be available for any individual that does not have a mask. While in the building all staff and students are required to wear face coverings. Staff and students will be given areas, preferably outdoors, to take a “mask break” that will allow them a short break from wearing their masks. These breaks will take place at a distance greater than 6 feet from any staff or students and will be required to put their mask back on when returning to their classroom.

Please see current guidance on cloth face coverings:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Stop-the-Spread.aspx>

The Y.A.L.E. School of Philadelphia understands that staff and students may be uncomfortable returning to the brick and mortar form of learning. All families and staff have been surveyed regarding the return to school. The school has documented all concerns and provided follow up communication to alleviate any concerns about the school’s reopening plan. Parents may also opt into a fully virtual model of learning if they do not want their child in the building. Students at home engaging in remote learning will continue to have access to an equitable academic program through the use of live/recorded lessons, and continuous communication with the lead teacher as well as teacher assistants.

Staff members that meet the criteria for “High Risk” are encouraged to contact the building supervisory team in order to implement reasonable accommodations under the Americans with Disabilities Act (ADA) that will help them perform their essential job duties on site.

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>Protecting students and staff at higher risk for severe illness</b>	Same as Green Phase	<p><b>Students at High Risk:</b></p> <ul style="list-style-type: none"> <li>• Prior to the start of the hybrid model of learning all parents and families were contacted directly to answer any questions and gather information on any</li> </ul>	All Building Supervisors	Contact Logs	Y. These policies will continue to be reviewed



		<p>medical issues that would place students at a high risk for returning to school.</p> <ul style="list-style-type: none"> <li>• Parents have an option to place their child in a full-time remote learning model for the first marking period if they want to keep their child home.</li> <li>• The remote learning model will continue to provide equitable access to their education through the use of Google Classroom, Google Meet, and live and/or recorded lessons throughout the day.</li> <li>• All students that are engaging in remote learning will have dedicated time each day to interact with their teacher as well as teacher aides in the classroom through Google Meet (virtual meeting platform), phone communication, or email.</li> </ul> <p><b>Staff at High Risk:</b></p> <ul style="list-style-type: none"> <li>• All staff have been contacted directly regarding any questions or concerns about school reopening.</li> <li>• Building supervisors are communicating all of the precautions to keep staff safe, and limit any possible exposure to COVID-19.</li> <li>• Staff were asked about any possible exposure, underlying health conditions, or child care concerns that would impact their ability to perform the essential duties of their position.</li> <li>• Under the ADA act, reasonable accommodations will be made in order to help staff members perform the essential aspects of their position.</li> </ul>			with families and staff in order to make accommodations.
* Use of face coverings (masks or face shields) by all staff	Same as Green Phase	<ul style="list-style-type: none"> <li>• Since respiratory droplets are the primary way that COVID-19 is transmitted, wearing face masks or facial coverings may help prevent the spread of COVID-19. <u>Employees, students, visitors and contractors are required to wear a face mask/facial covering that covers</u></li> </ul>			

		<p><u>the mouth and nose while on Y.A.L.E. School grounds (with limited exceptions).</u></p> <ul style="list-style-type: none"> <li>• All staff will be provided with two (2) face coverings, a gator mask and a cloth covering, as well as one facial shield and one set of scrubs (if requested)..</li> <li>• Staff and students are required to wear masks while they are in the school building.</li> <li>• Staff and students will be given areas, preferably outdoors, to take a “mask break” that will allow them a short break from wearing their masks. These breaks will take place at a distance greater than 6 feet from any staff or students and will be required to put their mask back on when returning to their classroom.</li> <li>• Additional PPE will be available when 6 feet of distance is not an option. Additional PPE currently includes face masks, plexiglass barriers, desktop plexiglass barriers, and single use gloves.</li> <li>• Single use disposable masks will be available as well for as needed use for misplaced, forgotten or damaged masks.</li> </ul>			
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Same as Green Phase</p>	<ul style="list-style-type: none"> <li>• Since respiratory droplets are the primary way that COVID-19 is transmitted, wearing face masks or facial coverings may help prevent the spread of COVID-19. <u>Employees, students, visitors and contractors are required to wear a face mask/facial covering that covers the mouth and nose while on Y.A.L.E. School grounds (with limited exceptions).</u></li> <li>• All staff will be provided with two (2) face coverings, a gator mask and a cloth covering, as well as one facial shield and one set of scrubs (if requested)..</li> <li>• Staff and students are required to wear masks while they are in the school building.</li> </ul>			

		<ul style="list-style-type: none"> <li>• Staff and students will be given areas, preferably outdoors, to take a “mask break” that will allow them a short break from wearing their masks. These breaks will take place at a distance greater than 6 feet from any staff or students and will be required to put their mask back on when returning to their classroom.</li> <li>• Additional PPE will be available when 6 feet of distance is not an option. Additional PPE currently includes face masks, plexiglass barriers, desktop plexiglass barriers, and single use gloves.</li> <li>• Single use disposable masks will be available as well for as needed use for misplaced, forgotten or damaged masks.</li> </ul>			
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Same as Green Phase	<ul style="list-style-type: none"> <li>• Unique safety protocols will be determined on a case-by-case basis, as determined by student need(s).</li> <li>• Any additional measure or health and safety exception will need to be accompanied by a doctor’s note.</li> <li>• Each unique safety protocol will be made in conjunction with the Y.A.L.E. School Program Office, Building Supervisor, Medical Staff (nurse/primary care doctor), and the parent/guardian</li> </ul>	All Building Supervisors, Y.A.L.E. Program Office, Medical Staff, Parent/Guardian	Contact Logs	N
<b>Strategic deployment of staff</b>	Same as Green Phase	<ul style="list-style-type: none"> <li>• The Y.A.L.E. School of Philadelphia does not contract with any agencies that provide substitute teachers or staff.</li> <li>• Staff will be assigned to one (1) classroom for the entirety of the school year.</li> <li>• The building supervisors have the ability to arrange staff for each classroom “pod” based on both staff and student attendance.</li> </ul>	All Building Supervisors	Staff/Classroom Roster	N



## 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
CDC and Prevention Trainings: Symptoms of Coronavirus; Importance of Use of Face Coverings; Social Distancing; What to do if you are Sick	All Y.A.L.E. Philadelphia Staff	Patrick Graham, Education Director Jackie Turner, Program Supervisor Sandra Rogers, Lead BCBA Erica Leonard, Program Coordinator	Presentation and Lecture Format	PowerPoint and copies of current Health and Safety Plan	8/25/2020	9/7/2020
Trauma and COVID-19	All Y.A.L.E. Philadelphia Staff	Patrick Graham, Education Director Jackie Turner, Program Supervisor	Presentation and Lecture Format	PowerPoint and copies of current Health and Safety Plan	8/25/2020	9/7/2020

		Stefanie Musto School Counselor				
		Brittany Varacallo School Counselor				
Training on Proper Use of Face masks for Staff and Students	All Y.A.L.E. Philadelphia Staff	Patrick Graham, Education Director  Jackie Turner, Program Supervisor  Sandra Rogers, Lead BCBA  Erica Leonard, Program Coordinator	Presentation, Lecture Format, Guided Practice	PowerPoint and copies of current Health and Safety Plan	8/25/2020	9/7/2020
Proper Use and Cleaning Procedures for PPE during and following implementation of PMPs	All Y.A.L.E. Philadelphia Staff	Patrick Graham, Education Director  Jackie Turner, Program Supervisor  Sandra Rogers, Lead BCBA  Erica Leonard, Program Coordinator	Presentation, Lecture Format, Guided Practice	PowerPoint and copies of current Health and Safety Plan	8/25/2020	9/7/2020
Arrival/Dismissal/Hallway/visitation Procedures	All Y.A.L.E. Philadelphia Staff	Patrick Graham, Education Director  Jackie Turner, Program Supervisor  Sandra Rogers, Lead BCBA  Erica Leonard, Program Coordinator	Presentation, Lecture Format, Guided Practice	PowerPoint and copies of current Health and Safety Plan	8/25/2020	9/7/2020


## 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
Initial Communication about the Phased School Reopening Plan	Y.A.L.E. Philadelphia families	Peggy Chapman, Director	text alert, email, website	7/24/2020	7/24/2020
Phased Reopening Plan	Y.A.L.E. Philadelphia families	Patrick Graham, Education Director Jackie Turner, Program Supervisor	text alert, email, website	Red, Yellow, and Green Phases will be ready to be utilized starting 8/25/2020 per state sending /district(s) guidance	As Applicable
Communication about Staff/Student Illness Protocols and Plan for Opening/Closing School	Department of Health; Y.A.L.E. Program Office	Patrick Graham, Education Director Jackie Turner, Program Supervisor	text alert, phone call, email, website	8/25/2020	As Applicable



## Health and Safety Plan Summary: **Y.A.L.E. Philadelphia**

**Anticipated Launch Date: All Phases Red, Yellow, and Green will be ready for implementation starting 8/25/2020.**

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>	<p>Custodial staff and contracted janitorial staff have conducted a deep-cleaning and sanitization of all facilities following the guidelines of the CDC and local Health Department. Our cleaning supplies meet or exceed OSHA and CDC requirements. Deep-cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms in will be implemented in accordance with facility usage and will occur daily. In addition to the daily cleaning, janitorial staff will sweep the building routinely to disinfect high touch areas. Teachers, staff and/or students will use disinfectant wipes to clean desk and table tops. Teachers and staff will review the Reopening Plan and be informed about daily disinfection procedures.</p>

### 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>The Y.A.L.E. School of Philadelphia recognizes the importance of students getting back to the traditional brick and mortar education setting. This setting will help students in making progress in their academic, behavior, and social skills.</p>

\* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

\* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**

\* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

\* **Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

**Limiting the sharing of materials among students**

**Staggering the use of communal spaces and hallways**

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

**Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

**Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars**

**Other social distancing and safety practices**

Students' IEPs will be implemented with fidelity, helping secure a truly individualized, comprehensive educational setting. Following the mandated closure in response to the COVID-19 pandemic, our school will be following PA DOH and CDC guidelines in order to ensure the safety of all students and staff. We will hold a **Universal Expectation to Remain At Home If you are Sick** - All employees and parents preparing students for school must assume responsibility for performing pre-screening for possible signs of illness, which involves taking temperatures, monitoring Covid-19 symptoms and any recent exposure to someone diagnosed with COVID-19. For parents and students, this helps avoid the unpleasant consequence of the student needing to secure transportation home immediately upon arrival at school and the transmission risk associated with CoVID-19.

The Y.A.L.E. School will be using the guidelines below to inform new policies and procedures once schools are reopened:

- **PDE Guidance on Reopening-**  
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/ConditionsResInstruction.aspx>
- **CDC Considerations for Schools-**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- **CDC Reopening Decision Tree-**  
<https://www.upperdarbysd.org/cms/lib/PA02209738/Ce>

[ntricity/Domain/1980/CDC%20Schools-Decision-Tree.pdf](#)

- **World Health Organization Resources-**  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Additional Information:

- Classrooms will be arranged with all desks facing the same direction maintaining 6 feet of distance between students to the maximum extent feasible.
- The same students and staff will be grouped together as much as practical throughout the day. If change of teacher is necessary, the teachers will move to the different classroom rather than the students, minimizing the number of people moving throughout the building.
- 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. Staff will teach proper hand washing routines as well as proper use of hand sanitizer.
- Transportation pick up and drop off procedures will be staggered to allow students to safely exit the vehicle and enter the building using proper social distancing.
- Visitors to the building will be discouraged or limited. Alternatively, the use of videoconferencing has been successful and will
- continue during the initial reopening period to allow relevant stakeholders access to the building.

	<ul style="list-style-type: none"> <li>• Our schools/programs service a wide range of students with special needs. All staff will be required to follow social distancing and safety protocols as much as possible and support students with following the guidelines as well.</li> <li>• Students with age level cognition and the mobility to don and take off a personal mask without assistance will be highly encouraged to wear a mask and to follow all safety protocols. Young students or those with limited mobility, medical conditions, and/or social/emotional/behavior challenges that will make wearing a mask challenging may not be required to do so however toleration and shaping procedures for mask wearing will be put in place to help increase this behavior.</li> <li>• All staff working in the buildings/programs will participate in a virtual training in the safety protocols prior to returning to the building/program and routinely after opening.</li> <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>
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### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* <b>Monitoring students and staff for symptoms and history of exposure</b>	The Y.A.L.E. School of Philadelphia will be taking all measures recommended by the PA Department of Health (DOH) as well as the

**\* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**

**\* Returning isolated or quarantined staff, students, or visitors to school**

**Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**

Center for Disease Control (CDC) to collect and monitor the health of all staff and students in the school building. Staff and students will complete symptom questionnaires, and undergo temperature checks each day to help guide admittance into the building. Staff and students displaying any of the symptoms connected to COVID-19 or having a temperature of 100.4 degrees fahrenheit or higher will not be allowed into the building. We are encouraging parents to keep students home if they are feverish (100.4 or higher) or displaying any COVID symptoms as they will be sent home if they arrive to the school demonstrating symptoms.

Symptoms of COVID-19 Outlined by the CDC are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The Y.A.L.E. School of Philadelphia understands that staff and students may be uncomfortable returning to the brick and mortar form of learning. All families and staff have been surveyed regarding the return to school. The school has documented all concerns and provided follow up communication to alleviate any concerns about the school's reopening plan. Parents may also opt into a fully virtual model of learning if they do not want their child in the building. Staff members that meet the criteria for "High Risk" are encouraged to contact the building supervisory team in order to implement

	<p>accommodations under the Americans with Disabilities Act (ADA) that will help them perform their essential job duties on site.</p> <p>The Y.A.L.E. School of Philadelphia will continue to use the emergency alert software, email, and phone calls to contact all families and staff of any confirmed positive COVID-19 cases at the school. As provided in CDC guidance, if individuals have been in close contact with someone who has tested positive for COVID-19, meaning they are within 6 feet of someone for at least fifteen minutes, they should self-quarantine for 14 days from the date of last exposure before returning to school. In the case of a positive COVID test, local health departments, working in coordination with school districts, will conduct contact tracing to determine whether or not an individual has been in close contact with a student and advise any affected individuals, via trained contact tracers, to self-quarantine for 14 days. The local health department in coordination with the school will assess the specific circumstances of the individual with the positive test to determine those individuals that have been in close contact and need to self-quarantine – this may or may not include all students in the class.</p> <p>Building Supervisors will be reporting to the Y.A.L.E. School Program Office and owners for continued guidance for staff and students in quarantine and/or isolation. Staff and students will need to be fever and symptom free along with one negative test at a minimum before returning to the school building. All staff and families will be notified about the Staff and Student Health Monitoring policy before the start of brick and mortar learning. Building supervisors will continue to monitor and implement these Staff and Student Health Monitoring procedures throughout the school year.</p>
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**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
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**\* Protecting students and staff at higher risk for severe illness**

**\* Use of face coverings (masks or face shields) by all staff**

**\* Use of face coverings (masks or face shields) by older students (as appropriate)**

**Unique safety protocols for students with complex needs or other vulnerable individuals**

**Strategic deployment of staff**

The Y.A.L.E. School of Philadelphia continues to monitor all current guidance from the DOH, CDC, and WHO regarding current measures to take to keep staff and students safe while in the school building. All staff will receive two (2) types of facial coverings, a gator mask and cloth mask. Disposable, single use, medical masks will be available for any individual that does not have a mask. While in the building all staff and students are required to wear face coverings. Staff and students will be given areas, preferably outdoors, to take a “mask break” that will allow them a short break from wearing their masks. These breaks will take place at a distance greater than 6 feet from any staff or students and will be required to put their mask back on when returning to their classroom.

Please see current guidance on cloth face coverings:

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<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Stop-the-Spread.aspx>

The Y.A.L.E. School of Philadelphia understands that staff and students may be uncomfortable returning to the brick and mortar form of learning. All families and staff have been surveyed regarding the return to school. The school has documented all concerns and provided follow up communication to alleviate any concerns about the school's reopening plan. Parents may also opt into a fully virtual model of learning if they do not want their child in the building. Students at home engaging in remote learning will continue to have access to an equitable academic program through the use of live/recorded lessons, and continuous communication with the lead teacher as well as teacher assistants.

	<p>Staff members that meet the criteria for “High Risk” are encouraged to contact the building supervisory team in order to implement reasonable accommodations under the Americans with Disabilities Act (ADA) that will help them perform their essential job duties on site.</p>
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## Health and Safety Plan Governing Body Affirmation Statement

The Education Director, Patrick Graham and Program Supervisor, Jackie Turner reviewed and approved the Phased School Reopening Health and Safety Plan on **July 31st 2020**.

Affirmed on: **August 3rd, 2020**

By:

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*(Signature\* of Education Director)*

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*(Print Name of Education Director)*

\*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.