



Centre Learning Community Charter School Phased Reopening Health and Safety Plan

Approved: July 22, 2020

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: **CENTRE LEARNING COMMUNITY CHARTER 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?
 - Students and staff will return with limited student mixing and socially-distanced setups in classrooms.
 - Students will return for 4-day school weeks. Students will be able to attend classes in-person Monday, Tuesday, Thursday, and Friday for each day school is in session. On Wednesdays, all students will participate in remote learning activities for each day school is in session.
 - Students/families may opt for remote instruction due to safety/health concerns at any time.
- How did you engage stakeholders in the type of re-opening your school entity selected?
 - Parent stakeholders were surveyed regarding their preferences and concerns for our re-opening.
 - All staff stakeholders were directly involved in the decision to reopen in this manner, which allows for flexibility for all families.
- How will you communicate your plan to your local community?
 - Our plan will be directly communicated to our families through email (with direct mailing as necessary). Our plan will also be posted publicly on our school website.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
 - Centre County Red Status based upon Governor Wolf's Process to Reopen Pennsylvania will prompt school closure. Our school's Pandemic Crisis Response Team will also monitor conditions at the school site that may necessitate initiation of modifications or school closure. Additionally, closure of State College Area School District middle schools will prompt closure of in-person classes at CLC.

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).
- X 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): August 25, 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)
Brian Rowan Business Manager & CEO, CLC Charter School	Administration	Pandemic Coordinator
Mark Toci	Teachers	Plan Development & Response Team

Teacher & Co-founder, CLC Charter School		
Dr. Kristie Kaufman Pediatrixian Board of Directors, Mount Nittany Health Current Chair, Mount Nittany Medical Center Board of Trustees	Medical Expert	Plan Development & Response Team
Heather Kimble Director, Penn State Bennett Center child care facility	Parents	Health & Safety Plan Development
Gail Boldt Professor, Penn State University Curriculum and Instruction Program Coordinator, Ph.D. Emphasis in Language, Culture and Society Head, Elementary and Early Childhood Literacy Block Affiliate, Women's, Gender and Sexuality Studies Editor-in-Chief, Bank Street Occasional Papers	Local Community	Health & Safety Plan Development

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?
 - Refer to PA DOH/CDC Resources and Guidelines and monitor for change in Red/Yellow/Green Status
 - Hiring of full-time custodian to complete daily cleaning and sanitization of school building
 - Removal of soft, porous equipment
 - No touch faucets, soap dispensers, and towel dispensers to be installed
 - Close communal water fountains and promote use of personal water bottles and/or bottled water
 - Until further notice, postpone the use of indoor and outdoor facilities by outside groups until all phases are removed
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
 - Purchase of EPA recommended disinfectants, following CDC and OSHA guidelines for use
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
 - Clean and disinfect frequently touched surfaces and objects (including door handles, sink handles, and water bottle fillers) three times a day
 - Each student will be provided with their own general supplies in order to eliminate the need to share items.
 - Clean and disinfect bathrooms three times a day
 - Clean and disinfect all classrooms daily
 - Clean and disinfect all areas used by ESP and PE activities prior to and after the activity
 - Sanitizing wipes placed at each door
 - Daily ventilation of classrooms, weather permitting
- What protocols will you put in place to clean and disinfect throughout an individual school day?
 - Hiring of full-time custodian to complete daily cleaning and sanitization of school building based upon [CDC Guidelines for Cleaning and Disinfecting Your Facility](#)

- 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?
 - o All staff will receive training on COVID-19 protocols via online and video conference training programs during staff meetings held during July and August before the school year commences. Preparedness will be measured through online assessments and video conference interviews.

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	IF OPEN: <ul style="list-style-type: none"> • All Green Phase action steps will be in place IF CLOSED: <ul style="list-style-type: none"> • Regular disinfecting of areas used by essential personnel 	(See all steps listed under Cleaning, Sanitizing, Disinfecting, and Ventilation Key Questions.)	Lead Brian Rowan, Pandemic Coordinator Support Tiffany Walker, Custodian	CDC COVID-19 Considerations for Schools CDC How COVID Spreads CDC Disinfecting Decision Tool CDC Cleaning and Disinfecting Your Facility	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	Flush all water systems to ensure they are safe to minimize risk of diseases associated with water.	Flush all water systems to ensure they are safe to minimize risk of diseases associated with water.	Lead Brian Rowan, Pandemic Coordinator Support	CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation	N

	Ensure HVAC systems (heating, ventilation, and air conditioning systems) are operating properly.	Ensure HVAC systems (heating, ventilation, and air conditioning systems) are operating properly.	Mark Toci, Head Teacher & Co-founder		
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Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
 - Current class sizes of 15 or fewer students allow us to socially distance students 6 feet apart from each other within classrooms
 - Plastic dividers to be purchased for teacher/student conferencing at teacher desks
 - Communal spaces will only be used when social distancing guidelines can be met
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
 - Upon arrival, students will proceed directly to classrooms to avoid communal gathering
 - Classrooms will be restructured to be more self-sufficient thus limiting student time in hallways:
 - Lockers removed from hallway and storage units placed in classrooms
 - Only one student may leave a classroom at a time
 - Only one student allowed per bathroom
 - A school-wide sign in/out system will be implemented for contact tracing
 - Rules will be in place to limited office visits:
 - Students will use landlines or cell phones in classrooms for necessary calls
 - Printers and general supplies will be placed in every classroom
 - For lunch services, school bag lunches will be delivered to each classroom to avoid student lines in the foyer. Students will eat in home team classrooms.
 - Recess will be staggered so that 5/6th grade students and 7/8th grade students will have recess at different times

- Outside of home team groupings, students will only switch and regroup for math and ELA classes with emphasis placed on keeping math and ELA class groupings similar.
- Specials & Extended School Program programs will be restructured by hiring 3 ¾ time teachers to teach art, music, PE/health to students in home team groups. These same teachers will supervise the ESP program to limit the number of individuals who come in contact with each other.
- What policies and procedures will govern use of other communal spaces within the school building?
 - All spaces will have signage to adhere to 6 foot physically distanced guidelines.
 - Only one person will be allowed in a bathroom at any time.
 - Until further notice, postpone the use of indoor and outdoor facilities by outside groups until all phases are removed.
- How will you utilize outdoor space to help meet social distancing needs?
 - Outdoor chairs will be supplied for every student to allow for flexible use of outdoor space by classrooms
 - All school assemblies will take place outside
- What hygiene routines will be implemented throughout the school day?
 - Teach and reinforce hygiene practices to students and staff.
 - Hand sanitizer will be placed at every door and in every classroom for use at minimum:
 - upon entrance/leaving shared spaces
 - before/after eating
 - after bathroom use
 - Signage will be posted throughout the school to promote:
 - proper wearing and removal of face masks
 - social distancing (wall and floor signage)
 - hand washing
 - germ prevention
 - when to stay home
 - COVID-19 symptoms
 - Water fountain bubblers will be shut off and students will be encouraged to bring water from home

- Face masks will be required to be worn by all people within the school building unless a doctor's note indicates that an individual is not medically fit to wear a mask. Students and staff will have the opportunity to remove masks when physically distanced outside.
 - Recess:
 - Masks not worn by students and staff once physical distancing is established
 - No use of shared equipment including playgrounds
 - Reminders of frequent handwashing before and after recess
 - During PE indoor instruction:
 - Staff and students will wear masks.
 - Social distancing (6 ft) will be followed.
 - Sanitizing equipment after each use
 - Reminders of frequent handwashing before and after PE
 - During PE outdoor instruction:
 - Masks not worn by students and staff once physical distancing is established
 - Sanitize equipment after each use.
 - Reminders of frequent handwashing before and after PE
 - Each student will be supplied with his or her own general purpose materials necessary to complete daily schoolwork.
 - All shared items must be sanitized after each use.
- How will you adjust student transportation to meet social distancing requirements?
 - Students' home districts are required to provide transportation.
 - What visitor and volunteer policies will you implement to mitigate spread?
 - Only essential visitors and volunteers will be permitted within the school building.
 - Virtual meetings will be used as much as possible for staff meetings, parent-teacher conferences, IEP meetings, etc.
 - All entrants to the school must be screened for:
 - temperature
 - current coronavirus symptoms
 - recent exposure to anyone known to have COVID-19
 - Implementation of an electronic system for signing in and out students that will be accessible on parent/guardian mobile devices in order to facilitate a no-touch process

- All entrants must abide by rules regarding face coverings, hand washing/sanitizing, and physical distancing
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
 - No protocols will differ based on age 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?
 - All staff will receive training on COVID-19 protocols via online and video conference training programs during staff meetings held during July and August before the school year commences. Preparedness will be measured through online assessments and video conference interviews.

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	IF OPEN: <ul style="list-style-type: none"> All Green Phase action steps will be in place IF CLOSED: <ul style="list-style-type: none"> All learning shifts to remote learning model All essential staff must adhere to 6 foot physically distanced guidelines 	(See responses under 'How will classrooms/learning spaces be organized to mitigate spread?')	Lead Mark Toci, Head Teacher Support Classroom teachers		Include in summer staff meetings.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings	IF OPEN: <ul style="list-style-type: none"> All Green Phase action steps will be in place IF CLOSED: <ul style="list-style-type: none"> All learning shifts to remote learning model 	School bag lunches will be delivered to each classroom to avoid student lines in the foyer. Students will eat in home team classrooms.	Lead Brian Rowan, Pandemic Coordinator Support		Include in summer staff meetings.

such as classrooms			Kathleen Ammon, Administrative Assistant		
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> Reinforce hygiene practices for all essential staff. 	(See responses under 'What hygiene routines will be implemented throughout the school day?')	<p>Lead Mark Toci, Head Teacher</p> <p>Support Classroom teachers Nancy Willis, CSN</p>	<p>CDC Daily Hygiene Video</p> <p>CDC Handwashing Video</p>	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	All Green Phase action steps will be in place	<p>Signage will be posted throughout the school to promote:</p> <ul style="list-style-type: none"> proper wearing and removal of face masks social distancing (wall and floor signage) hand washing germ prevention when to stay home COVID-19 symptoms 	<p>Lead Mark Toci, Head Teacher</p> <p>Support Classroom teachers</p>	<p>CDC COVID Signage</p> <p>6 foot spaced floor markers</p>	Include in summer staff meetings.
* Identifying and restricting non-essential visitors and volunteers	All Green Phase action steps will be in place	(See responses under 'What visitor and volunteer policies will you implement to mitigate spread?')	<p>Lead Brian Rowan, Pandemic Coordinator</p> <p>Support Kathleen Ammon, Administrative Assistant</p>		Include in summer staff meetings.
* Handling sporting activities for recess and physical education classes	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p>	(See responses under 'What hygiene routines will be implemented throughout the school day?')	<p>Lead Mark Toci, Head Teacher</p> <p>Support</p>	<p>CDC's Considerations for Youth Sports</p> <p>PA Guidance for Sports</p>	Include in summer staff meetings.

consistent with the CDC Considerations for Youth Sports	<ul style="list-style-type: none"> All learning shifts to remote learning model 		Classroom teachers Health & PE teacher	Re-Opening Guidance for Public Spaces	
Limiting the sharing of materials among students	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	<p>Each student will be supplied with his or her own general purpose materials necessary to complete daily schoolwork.</p> <p>All shared items must be sanitized after each use.</p>	<p>Lead Mark Toci, Head Teacher</p> <p>Support Classroom teachers</p>		Include in summer staff meetings.
Staggering the use of communal spaces and hallways	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	<p>Communal spaces will only be used when social distancing guidelines can be met.</p> <p>Classrooms will be restructured to be more self-sufficient thus limiting student time in hallways.</p>	<p>Lead Mark Toci, Head Teacher</p> <p>Support Classroom teachers</p>		Include in summer staff meetings.
Adjusting transportation schedules and practices to create social distance between students	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	Students' home districts are required to provide transportation.	NA		N
Limiting the number of individuals in classrooms and other learning	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p>	(See responses under 'How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?')	<p>Lead Mark Toci, Head Teacher</p> <p>Support</p>		Include in summer staff meetings.

spaces, and interactions between groups of students	<ul style="list-style-type: none"> All learning shifts to remote learning model 		Classroom teachers		
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	Provide information as requested.	<p>Lead Brian Rowan, Pandemic Coordinator</p> <p>Support Kathleen Ammon, Administrative Assistant</p>		N
Other social distancing and safety practices	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under 'Social Distancing and Other Safety Protocols')	<p>Lead Brian Rowan, Pandemic Coordinator</p> <p>Mark Toci, Head Teacher</p> <p>Support Kathleen Ammon, Administrative Assistant</p> <p>Classroom teachers</p>		Include in summer staff meetings.

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?
 - All entrants to the school will be screened upon arrival by staff for:
 - temperature
 - current coronavirus symptoms
 - recent exposure to anyone known to have COVID-19
 - A COVID-19 form requiring Employee and Parent/Guardian signatures confirming understanding of Health & Safety Plan will be sent to all community members. This form will also require staff and families to self report symptoms and or confirmed COVID-19 tests outside of school hours (evening and weekends) by emailing info@clccharter.org.
- 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)?
 - All entrants to the school will be screened upon arrival by staff for:
 - temperature
 - current coronavirus symptoms
 - recent exposure to anyone known to have COVID-19
 - A COVID-19 form requiring Employee and Parent/Guardian signatures confirming understanding of Health & Safety Plan will be sent to all community members. This form will also require staff and families to self report symptoms and or confirmed COVID-19 tests outside of school hours (evening and weekends) by emailing info@clccharter.org.
- 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?
 - Follow/reinforce isolation/quarantining parameters per CDC guidelines and PA DOH.
 - Any person exhibiting COVID-19 symptoms will not be allowed in the school building.
 - Upon arrival, parents/guardians must remain with their student until the student passes screening.
 - Isolation room will be established near the office area and will be monitored frequently when in use.
 - Students who do not pass screening and do not have immediate transportation available will go to the isolation room to await arrival of parent/guardian approved transportation.
 - Students who exhibit COVID-19 symptoms after initially passing screening will go to isolation room to await arrival of parent/guardian approved transportation
 - Staff who exhibit COVID-19 symptoms after initially passing screening, will be dismissed from the school.

- All people who exhibit COVID-19 symptoms will be encouraged to consult with a doctor.
 - If a student or staff member receives a negative COVID-19 test, he/she can return to school once there is no fever without the use of medications for 24 hours and no other symptoms.
 - If student or faculty/staff member is diagnosed with COVID-19 by medical professional based on test or their symptoms or does not get a COVID-19 test but has symptoms, he/she must not return to school until it has been at least 10 days since the start of symptoms (with symptom improvement), and at least three days since any fever has resolved without the use of fever reducing medication.
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
 - The pandemic team and CLC staff will develop guidelines based upon CDC guidelines and PA DOH.
 - The pandemic coordinator in conjunction with team teachers are responsible for decisions regarding student quarantine or isolation.
 - The pandemic coordinator in conjunction with the pandemic response team are responsible for decisions regarding staff quarantine or isolation.
- 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 or uncomfortable to return?
 - If a student or staff member receives a negative COVID-19 test, he/she can return to school once there is no fever without the use of medications for 24 hours and no other symptoms.
 - If student or faculty/staff member is diagnosed with COVID-19 by medical professional based on test or their symptoms or does not get a COVID-19 test but has symptoms, he/she must not return to school until it has been at least 10 days since the start of symptoms (with symptom improvement), and at least three days since any fever has resolved without the use of fever reducing medication.
 - Staff who are unable to return may teach remotely until able 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?
 - If a student or staff member receives a negative COVID-19 test, he/she can return to school once there is no fever without the use of medications for 24 hours and no other symptoms.
 - If student or faculty/staff member is diagnosed with COVID-19 by medical professional based on test or their symptoms or does not get a COVID-19 test but has symptoms, he/she must not return to school until it has been at

least 10 days since the start of symptoms (with symptom improvement), and at least three days since any fever has resolved without the use of fever reducing medication.

- Students who are unable or uncomfortable to return to school may opt for remote learning any school day.
- 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?
 - Families and staff will be contacted through email & text of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan following FERPA guidelines for release of information.
 - Immediate notification of individuals identified through contact tracing procedures.
- 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?
 - All staff will receive training on COVID-19 protocols via online and video conference training programs during staff meetings held during July and August before the school year commences. Preparedness will be measured through online assessments and video conference interviews.

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)
* Monitoring students and staff for symptoms and history of exposure	IF OPEN: <ul style="list-style-type: none"> All Green Phase action steps will be in place IF CLOSED: <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under “How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?”)	Lead Brian Rowan, Pandemic Coordinator Mark Toci, Head Teacher Support Kathleen Ammon, Administrative Assistant		Include in summer staff meetings and back to school information.

			Classroom teachers		
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under “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?”)	<p>Lead Brian Rowan, Pandemic Coordinator</p> <p>Mark Toci, Head Teacher</p> <p>Support Dr. Kristie Kaufman, pediatrician</p> <p>Kathleen Ammon, Administrative Assistant</p> <p>Classroom teachers</p>		Include in summer staff meetings and back to school information.
* Returning isolated or quarantined staff, students, or visitors to school	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under “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 or uncomfortable to return?” and “How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?”)	<p>Lead Brian Rowan, Pandemic Coordinator</p> <p>Mark Toci, Head Teacher</p> <p>Support Dr. Kristie Kaufman, pediatrician</p> <p>Kathleen Ammon, Administrative Assistant</p> <p>Classroom teachers</p>	CDC Quarantine vs. Isolation	Include in summer staff meetings and back to school information.
Notifying staff, families, and the	IF OPEN:	(See responses under “When and how will families be notified of	Lead	Contact Tracing Resources	Include in summer

public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?”)	<p>Brian Rowan, Pandemic Coordinator</p> <p>Mark Toci, Head Teacher</p> <p>Support Dr. Kristie Kaufman, pediatrician</p> <p>Kathleen Ammon, Administrative Assistant</p> <p>Classroom teachers</p>	staff meetings and back to school information.
Other monitoring and screening practices	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	Post signage at main entryways in district buildings requesting people who have been symptomatic with fever, cough, or other symptoms not to enter the building.	<p>Lead Brian Rowan, Pandemic Coordinator</p> <p>Mark Toci, Head Teacher</p> <p>Support Kathleen Ammon, Administrative Assistant</p> <p>Classroom teachers</p>	Include in summer staff meetings and back to school information.

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?

- CLC will require face masks to be worn by all people within the school building unless a doctor's note indicates that an individual is not medically fit to wear a mask.
- Students and staff will have the opportunity to remove masks when physically distanced outside.
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
 - All students/families will have the option to choose remote learning based upon risk and comfort levels.
 - Surveys will be sent to students and families to gather the number of high risk students impacted personally or by a family member.
 - A learning plan will be developed for students at higher risk on a case-by-case basis.
 - A working plan will be developed for faculty/staff at higher risk on a case-by-case basis.
 - Families will be asked to provide notification to the school when a family member is isolated or quarantined.
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
 - 3 ¾ time specials teachers that will also be available to serve as substitute teachers will be hired.
 - Staff will advertise, interview and develop a substitute teacher list over the summer.
- 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?
 - Both in-school and remote learning students will have access to regular instructional staff.
 - The CLC school counselor will work to assess the social-emotional wellness of all students at the beginning of the school year and provide support for social emotional wellness for both in-school and remote learning students.

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)
* Protecting students and staff at higher risk for severe illness	IF OPEN: <ul style="list-style-type: none"> ● All Green Phase action steps will be in place 	(See responses under "What special protocols will you implement to protect students and	Lead Mark Toci, Head Teacher	If You Are Immunocompromised, Protect Yourself From COVID-19	Include in summer staff meetings

	<p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	staff at higher risk for severe illness? “)	<p>Support</p> <p>Classroom teachers</p>		and back to school information.
* Use of face coverings (masks or face shields) by all staff	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under “What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?”)	<p>Lead</p> <p>Mark Toci, Head Teacher</p> <p>Support</p> <p>Classroom teachers</p>		Include in summer staff meetings and back to school information.
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under “What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?”)	<p>Lead</p> <p>Mark Toci, Head Teacher</p> <p>Support</p> <p>Classroom teachers</p>		Include in summer staff meetings and back to school information.
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under “What special protocols will you implement to protect students and staff at higher risk for severe illness? “)	<p>Lead</p> <p>Mark Toci, Head Teacher</p> <p>Support</p> <p>Classroom teachers</p>		Include in summer staff meetings and back to school information.
Strategic deployment of staff	<p>IF OPEN:</p> <ul style="list-style-type: none"> All Green Phase action steps will be in place <p>IF CLOSED:</p> <ul style="list-style-type: none"> All learning shifts to remote learning model 	(See responses under “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?”)	<p>Lead</p> <p>Mark Toci, Head Teacher</p> <p>Support</p> <p>Classroom teachers</p>		Include in summer staff meetings and back to school information.

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
Infectious Control	Faculty/Staff	Nancy Willis, CSN	Zoom Presentation	Stop the Spread of Germs Coronavirus disease 2019 (COVID-19) How To Protect Yourself	Aug. 1, 2020	Aug. 21, 2020
Infectious Control	Students & Families	Lead Mark Toci, Head Teacher Support Classroom teachers	Written and verbal sharing of information	Stop the Spread of Germs Coronavirus disease 2019 (COVID-19) How To Protect Yourself	Aug. 1, 2020	Aug. 21, 2020
Isolation Room Process	Faculty/Staff	Brian Rowan, Pandemic Coordinator	Zoom Presentation		Aug. 1, 2020	Aug. 21, 2020

Isolation Room Process	Students & Families	Lead Mark Toci, Head Teacher Support Classroom teachers	Written and verbal sharing of information		Aug. 1, 2020	Aug. 21, 2020
CLC COVID Guidelines	Faculty/Staff Students & Families	Lead Brian Rowan, Pandemic Coordinator Mark Toci, Head Teacher Support Kathleen Ammon, Administrative Assistant Classroom teachers	Written and electronic format	CLC Health & Safety Plan CLC COVID-19 Guidelines Summary	Aug. 1, 2020	Aug. 21, 2020
Cleaning and Sanitizing	Faculty/Staff	Lead Brian Rowan, Pandemic Coordinator Mark Toci, Head Teacher Support Tiffany Walker, Custodian	Written and verbal sharing of information	CDC Disinfecting Decision Tool CDC Cleaning and Disinfecting Your Facility	Aug. 1, 2020	Aug. 21, 2020
Attendance Policies	Faculty/Staff Students & Families	Lead Brian Rowan, Pandemic Coordinator Mark Toci, Head Teacher	Written and electronic format	2020-21 CLC Attendance Policy	Aug. 1, 2020	Aug. 21, 2020

		Support Kathleen Ammon, Administrative Assistant Classroom teachers				
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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
June 9 - Health and Safety Plan Introduction	All Stakeholders	Brian Rowan, Pandemic Coordinator	Email	6/9	6/9
June 10 - Board Pandemic Update	Board meeting	Brian Rowan, Pandemic Coordinator	Written and verbal	6/10	6/10
July 6 - Reopening Update	All Stakeholders	Brian Rowan, Pandemic Coordinator	Email & Website	7/6	7/6
July 10 - Reopening Q&A	All Stakeholders	Brian Rowan, Pandemic Coordinator	Email & Website	7/10	7/10
July 17 - Schedule Update	All Stakeholders	Brian Rowan, Pandemic Coordinator	Email & Website	7/17	7/17

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **CENTRE LEARNING COMMUNITY CHARTER SCHOOL** reviewed and approved the Phased School Reopening Health and Safety Plan on **JULY 22, 2020**.

The plan was approved by a vote of:

 8 **Yes**

 0 **No**

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

By:

(Signature of Board President)*

(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.