



Phased School Reopening Health and Safety Plan

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: **The Montessori Academy of Lancaster**

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): 08/25/2020

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)
Karen Rubenstein	Head of School	Both
Jennifer Umberhocker	Assistant Head of School	Both
Bob Wildasin	Board President	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:

Cleaning Services have been scheduled for daily and deeper cleaning every other day. Teachers have been supplied disinfecting solution and will be instructed in procedures for maintaining classroom safety.

Office manager has been supplied a list of approved supplies and contacted vendors to ensure availability. She is ordering reserve supplies and has a schedule of re-order to follow when supplies are diminished.

Staff and students are required to follow sanitizing and hand-washing guidelines as outlined below.

All staff and ancillary services (housekeeping) will be trained in cleaning and sanitizing based on guidelines presented by the CDC. Training will be provided during in-service.

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)	Adherence to CDC guidelines for cleaning and disinfecting with an established cleaning schedule. Increased frequency of cleaning of high touch points. Provide each room with an approved cleaning solution (Alpha HP) for use between instructional groups. Hand sanitizer placed in classrooms and throughout buildings. Encourage use of personal water bottles. Eliminate use of water fountains.	Adherence to CDC guidelines for cleaning and disinfecting with an established cleaning schedule. Increased frequency of cleaning of high touch points. Provide each room with an approved cleaning solution (Alpha HP) for use between instructional groups. Hand sanitizer placed in classrooms and throughout buildings. Encourage use of personal water bottles. Eliminate use of water fountains.	All staff, housekeeping staff	PPE CDC Cleaning Guidelines Sanitizing solutions and materials	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	Replacement of air filters and cleaning/disinfecting of the entire school.	Replacement of air filters and cleaning/disinfecting of the entire school.	All staff, housekeeping staff		Y

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:

All staff will be trained on safety protocols during in-service and students will be trained during classroom orientation. Parents and staff will have access to protocols at any time through handbooks.

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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Physical distancing practices will be implemented to the maximum extent possible as deemed appropriate by age and as recommended by the AAP. Physical distancing practices must be followed by all staff. Remove non-essential furniture to allow for maximal distancing. Teacher use of mask or face shield when providing large group instruction in front of the classroom. Teacher use of a mask or face shield when moving throughout seated students and when providing instruction to individuals or small groups.</p>	<p>Physical distancing practices will be implemented to the maximum extent possible as deemed appropriate by age and as recommended by the AAP. Physical distancing practices must be followed by all staff. Remove non-essential furniture to allow for maximal distancing. Teacher use of mask or face shield when providing large group instruction in front of the classroom. Teacher use of a mask or face shield when moving throughout seated students and when providing instruction to individuals or small groups.</p>	<p>Admin, All staff</p>	<p>PPE Markings for distancing</p>	<p>Y</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>No common areas will be used, except the hallways and lobby. Classes will wear masks, social distance while in line-up and stagger use of the common areas. Outdoor spaces will be scheduled to minimize the number of students/classes using at each time. All outdoor equipment will be disinfected by staff after each use.</p>	<p>No common areas will be used, except the hallways and lobby. Classes will wear masks, social distance while in line-up and stagger use of the common areas. Outdoor spaces will be scheduled to minimize the number of students/classes using at each time. All outdoor equipment will be disinfected by staff after each use.</p>	<p>Admin, All staff</p>	<p>PPE Sanitizing solution and materials</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Healthy hygiene practices promoted throughout the school day for students and staff. Washing hands or use of hand sanitizer recommended upon entering; after using the bathroom; wiping nose; coughing; sneezing; before/after eating, and before/after using a communal tool (ie. copy machine). Hand washing for 20 seconds with soap and water is preferred. In locations where a sink is not available, hand sanitizer should be made available. Students must sanitize and/or wash their hands upon entering the building, if/when using common areas (such as restrooms, sinks, doors, etc.) and before and after snacks or meals.</p>	<p>Healthy hygiene practices promoted throughout the school day for students and staff. Washing hands or use of hand sanitizer recommended upon entering; after using the bathroom; wiping nose; coughing; sneezing; before/after eating, and before/after using a communal tool (ie. copy machine). Hand washing for 20 seconds with soap and water is preferred. In locations where a sink is not available, hand sanitizer should be made available. Students must sanitize and/or wash their hands upon entering the building, if/when using common areas (such as restrooms, sinks, doors, etc.) and before and after snacks or meals.</p>	<p>Admin, All staff</p>	<p>PPE Sanitizing solution and materials</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted throughout common areas (hallways, lounges, bathrooms, lobby) and in each classroom.</p>	<p>Signs will be posted throughout common areas (hallways, lounges, bathrooms, lobby) and in each classroom.</p>	<p>Admin, All staff</p>	<p>CDC Print Resources</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Identifying and restricting non-essential visitors and volunteers	Establish guidelines on identifying non-essential visitors and volunteers. All non-essential visitors and volunteers will be restricted from entering the building. Visitors and volunteers identified as essential will be required to comply with District health/safety guidelines for entry. Encourage virtual meetings when feasible.	Establish guidelines on identifying non-essential visitors and volunteers. All non-essential visitors and volunteers will be restricted from entering the building. Visitors and volunteers identified as essential will be required to comply with District health/safety guidelines for entry. Encourage virtual meetings when feasible.	Admin, All staff	PPE Handbooks	Y
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	NA	NA	NA		NA
Limiting the sharing of materials among students	Provide students with separate materials when feasible. Clean and disinfect any shared items before and after use. This includes telephones, copiers, calculators, and other shared tools. Students must keep their belongings separate from their peers and in designated locations.	Provide students with separate materials when feasible. Clean and disinfect any shared items before and after use. This includes telephones, copiers, calculators, and other shared tools. Students must keep their belongings separate from their peers and in designated locations.	Admin, All staff	CDC Cleaning Guidelines Sanitizing solutions and materials	N

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)
Staggering the use of communal spaces and hallways	Revise building schedules and arrival/dismissal procedures to stagger use of communal spaces and hallways for increased physical distancing. Designate specific entrances/exits at each building. Classes will wear masks, social distance while in line-up and stagger use of the common areas	Revise building schedules and arrival/dismissal procedures to stagger use of communal spaces and hallways for increased physical distancing. Designate specific entrances/exits at each building. Classes will wear masks, social distance while in line-up and stagger use of the common areas	Admin, All staff	PPE Handbooks	Y
Adjusting transportation schedules and practices to create social distance between students	NA	NA	NA		N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Students will remain in static groupings of students as much as possible, limiting class sizes. Specialists will provide instruction in the regular education classroom when feasible.	Students will remain in static groupings of students as much as possible, limiting class sizes. Specialists will provide instruction in the regular education classroom when feasible	Admin, All staff		Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	The before/after school care program is developing a health and safety plan.	The before/after school care program is developing a health and safety plan.	Admin, Support Staff	PPE Handbooks	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other social distancing and safety practices					

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:

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Staff, students will have temperature checked daily. Any person exhibiting symptoms as listed by the CDC and/or having a fever of 100.4 or higher will be immediately sent home. Any staff or student who have traveled outside of Pennsylvania will be asked to follow recommendations for quarantine or self-isolation based on CDC advisory on the region they visited.</p>	<p>Staff, students will have temperature checked daily. Any person exhibiting symptoms as listed by the CDC and/or having a fever of 100.4 or higher will be immediately sent home. Any staff or student who have traveled outside of Pennsylvania will be asked to follow recommendations for quarantine or self-isolation based on CDC advisory on the region they visited.</p>	<p>Admin, All staff</p>	<p>Digital Thermometers PPE Waivers</p>	<p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>A space will be designated for isolation of anyone exhibiting COVID-19 symptoms or demonstrates a history of exposure. Any individual that exhibits symptoms demonstrates a history of exposure should be sent home as soon as possible. The area used by the individual with symptoms or a history of exposure are to be cleaned and disinfected prior to reuse. If a staff member or student tests positive for Covid-19 they will not be permitted to return to school without a doctor's consent and after the following CDC recommendation: 3 days with no fever and 10 days since symptoms first appeared (approximately 14 days of isolation or quarantine period)</p>	<p>A space will be designated for isolation of anyone exhibiting COVID-19 symptoms or demonstrates a history of exposure. Any individual that exhibits symptoms demonstrates a history of exposure should be sent home as soon as possible. The area used by the individual with symptoms or a history of exposure are to be cleaned and disinfected prior to reuse. If a staff member or student tests positive for Covid-19 they will not be permitted to return to school without a doctor's consent and after the following CDC recommendation: 3 days with no fever and 10 days since symptoms first appeared (approximately 14 days of isolation or quarantine period)</p>	<p>Admin, All staff</p>	<p>PPE Isolation Room Handbooks</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	Any individual who presented with COVID-19 symptoms or demonstrated a history of exposure will be permitted to return based on current CDC guidelines. If a staff member or student tests positive for Covid-19 they will not be permitted to return to school without a doctor's consent and after the following CDC recommendation: 3 days with no fever and 10 days since symptoms first appeared (approximately 14 days of isolation or quarantine period)	Any individual who presented with COVID-19 symptoms or demonstrated a history of exposure will be permitted to return based on current CDC guidelines. If a staff member or student tests positive for Covid-19 they will not be permitted to return to school without a doctor's consent and after the following CDC recommendation: 3 days with no fever and 10 days since symptoms first appeared (approximately 14 days of isolation or quarantine period)	Admin, All staff	PPE Handbooks	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The school will notify the local agencies as required by the CDC, notify families of documented case while maintaining confidentiality, follow CDC guidelines for return to safe operations; shut down the facility for 48-72 hours to thoroughly clean and sanitize.	The school will notify the local agencies as required by the CDC, notify families of documented case while maintaining confidentiality, follow CDC guidelines for return to safe operations; shut down the facility for 48-72 hours to thoroughly clean and sanitize.	Admin		Y
Other monitoring and screening practices	NA	NA			

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: (INSERT TEXT)

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	Establish procedures to address the specific needs for students and staff deemed at higher risk. These procedures will be implemented on a case by case basis given the unique needs of the individual. Will follow the guidelines set forth in the Families First Coronavirus Response Act (FCCRA). Evaluate the current attendance guidelines for student and staff.	Establish procedures to address the specific needs for students and staff deemed at higher risk. These procedures will be implemented on a case by case basis given the unique needs of the individual. Will follow the guidelines set forth in the Families First Coronavirus Response Act (FCCRA). Evaluate the current attendance guidelines for student and staff.	Admin		
* Use of face coverings (masks or face shields) by all staff	The use of face coverings are required as per order of the PA Secretary of Health. Use of a face mask, instead of a face shield, is strongly encouraged when interacting closely with others, such as in small groups or one one-one instruction. Exceptions to this requirement only as outlined by the PA Secretary of Education	The use of face coverings are required as per order of the PA Secretary of Health. Use of a face mask, instead of a face shield, is strongly encouraged when interacting closely with others, such as in small groups or one one-one instruction. Exceptions to this requirement only as outlined by the PA Secretary of Education	Admin, All staff, Visitors	PPE	N

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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	The use of face coverings are required as per order of the PA Secretary of Health. Use of a face mask, instead of a face shield, is strongly encouraged when interacting closely with others, such as in small groups or one one-one instruction. Exceptions to this requirement only as outlined by the PA Secretary of Education	The use of face coverings are required as per order of the PA Secretary of Health. Use of a face mask, instead of a face shield, is strongly encouraged when interacting closely with others, such as in small groups or one one-one instruction. Exceptions to this requirement only as outlined by the PA Secretary of Education	Admin, All staff, Visitors	PPE	N
Unique safety protocols for students with complex needs or other vulnerable individuals	The development of unique safety protocols for students with complex needs or other vulnerable individuals will be made on a case by case basis given the specific needs of the individual.	The development of unique safety protocols for students with complex needs or other vulnerable individuals will be made on a case by case basis given the specific needs of the individual.	Admin		NA
Strategic deployment of staff					

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
Cleaning, Sanitizing, Disinfecting and Ventilation	Cleaning staff, All Staff		TBD	CDC Guidelines for Cleaning and Disinfecting Schools Reopening Health and Safety Plan		Prior to the start of the 2020-2021 school year
Social Distancing, Other Safety Protocols, and Considerations for Students and Staff	All staff		TBD			Prior to the start of the 2020-2021 school year
Monitoring Student and Staff Health	All staff					Prior to the start of the 2020-2021 school year

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date

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
School Reopening Planning Process	Community, Parents/Guardians, Students, Staff	HOS	Email, website, newsletters	07/27/2020	07/27/2020
Monthly updates	Community, Parents/Guardians, Students, Staff	HOS	Email, website, newsletters	Monthly during the 2020-2021 school year	Monthly during the 2020-2021 school year

Health and Safety Plan Summary: **The Montessori Academy of Lancaster**

Anticipated Launch Date: **08/01/2020**

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>MAL will implement cleaning, sanitizing, and disinfecting protocols in accordance with CDC guidelines to mitigate the spread of COVID-19.</p> <p>A daily cleaning schedule with updated procedures and emphasis on the frequent cleaning of high-touch areas (restrooms, door knobs, handrails, light switches, etc.). Hand sanitizer and disinfectant will be made available throughout common areas and in all instructional areas. All staff will be informed on the processes related to cleaning, sanitizing, disinfecting, and ventilation.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> • Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible • 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 • Limiting the sharing of materials among students 	<p>Throughout all classrooms and learning spaces, physical distancing practices will be implemented to the maximum extent possible.</p> <p>The use of outdoor spaces and large-group instructional areas may be considered to support physical distancing. Building routines (change of classes, lunch schedules, arrival/dismissal routines, etc.) and the use of communal spaces will be reviewed and revised to limit the interaction between large groups of students as much as possible.</p> <p>The use of face coverings for students will be required as per the order of the Pennsylvania Secretary of Health. Exceptions</p>

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> • Staggering the use of communal spaces and hallways • Adjusting transportation schedules to create social distance between students • Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students • Coordinating on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars • Other social distancing and safety practices 	<p>to this requirement are discussed further in the “Other Considerations for Students and Staff” domain contained within this document.</p> <p>Education on healthy hygiene practices will be provided and promoted throughout the school day for all students and staff. The frequent washing of hands, the proper use of hand sanitizer, the appropriate use of face coverings, and limiting contact on high touch-point surfaces will be emphasized. School visitation will be limited to those deemed essential. All visitors and volunteers identified as essential will be required to comply with guidelines.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> • Monitoring students and staff for symptoms and history of exposure • Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure • Returning isolated or quarantined staff, students, or visitors to school • Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols 	<p>Symptom screening of all students is to be completed each morning before the school day.</p> <p>Students who are ill or exhibiting symptoms related to COVID-19 must not be riding on a school bus or brought to school. All staff and visitors will be screened for symptoms prior to entering for work. They are to stay home if they are ill or exhibiting symptoms related to COVID-19.</p> <p>Information on the signs and symptoms of COVID-19 will be provided to students, staff, and parents/guardians on a frequent basis.</p> <p>If students or staff become symptomatic during the school day or become aware that they have been exposed to an individual with whom they have had close contact that is confirmed positive for COVID-19, they are to immediately report and will be sent home.</p> <p>Protocols for isolation, quarantine, and conditions for a return to school will be established by the administration, based on CDC guidelines.</p> <p>Staff who are uncomfortable about returning to work should communicate their concern to the administration.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Students who are uncomfortable about returning to school will be given the choice to participate in the virtual programming. Training on the protocols for monitoring student and staff health will be provided to staff prior to the first day of school. Information will also be provided to parents and guardians. All protocols will be evaluated for effectiveness and may be revised as needed to ensure adherence to federal and state guidelines.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> • 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 	<p>In accordance with the order of the Pennsylvania Secretary of Health, the use of face coverings is required for students and staff. Exceptions to this requirement are permitted for individuals with medical conditions, including those with respiratory issues that impede breathing, mental health conditions or disabilities, and students who would be unable to remove a mask without assistance. Unique protocols for students and staff at higher risk for severe illness will be reviewed and implemented on a case-by-case basis, given the specific needs of the individual. .</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

 4 Yes

 0 No

Affirmed on: **07/20/2020**

By: Robert Wildasin _____

(Signature of Board President on file at school)

(Robert Wildasin, 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.