



# Phased School Reopening Health and Safety Plan Template

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

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

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

## Health and Safety Plan: Girard College

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?
  - We plan to offer a phased reopening that will bring staff and students back to Girard slowly and responsibly. We will phase students in approximately 50-75 students at a time in four distinct phases. Staff will return on staggered schedules – many working only 3-4 days per week on campus and working 1-2 days using telework options. We intend to implement social distancing in all areas of campus.
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - We conducted surveys, interviews, and townhalls with stakeholders in our community. We used the feedback from this process to establish our plan.
- How will you communicate your plan to your local community?
  - We will use our website, social media and email to communicate our plan to the community.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - We have a campus plan that examines viral spread in our community or specifies a rise in local infection rates that will require us to make a recommendation to the Board should we need to close or modify our 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): August 31, 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)
Dr. Keenan Dorsey	Administrator	Both (Pandemic Coordinator)
Jon Tucker	Administrator (Student Life)	Both
Teri Zengolewicz	Health Services	Both
Debbie Kohler	Human Resources	Health and Safety Plan Development

<b>Rich Pavoni</b>	Facilities	Both
<b>Mark Johnson</b>	Campus Life/Security	Both
<b>Adam McGrath</b>	Communications	Pandemic Response
<b>Stan Bobowski</b>	Academics	Pandemic Response
<b>James Turner</b>	Residential	Pandemic Response

## 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: Girard College maintains a staff of fulltime housekeeping employees with the availability of additional staff support when required. With spaces used being limited, we will concentrate ongoing cleaning efforts in areas occupied by students. We are modifying the program schedule so that students will check-in on Sunday and leave campus Thursday evening, allowing a concentrated cleaning effort on Friday. Housekeeping staff will be cleaning spaces as students vacate them during programming hours, while cleaning wipes will be present in all occupied spaces and used by students and staff. There will be regular monitoring our inventory of cleaning supplies and PPE, and orders will be placed as needed. Housekeeping staff are being trained in proper use of disinfecting by outside company, State Chemical.**

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)
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>• Modified housekeeping staff shifts to provide routine and emergency cleaning during all program hours</li> <li>• We have purchased fogger disinfecting machines that will be used during deep cleaning cycle and as a part of incident disinfecting in occupied spaces</li> <li>• Cleaning wipes and other materials will be maintained in all occupied spaces; students/staff will be required do wipe down tables, desks, and other surfaces routinely during the day</li> <li>• Students will be on campus Sunday-Thursday, allowing a full day for cleaning and sanitizing on Friday, ensuring dorms are prepared prior to students returning Sunday</li> </ul>	<p>Same as yellow</p>	<p>Rich Pavoni, Facilities Director</p>	<p>Foggers and sanitizing products. Personal protective equipment for staff</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>Classroom and dorm windows will be open at all times, weather permitting</li> <li>Contracting services to evaluate systems for 2 primary areas: Indoor air quality IAQ and energy efficiencies. Service company will provide guidance on implementing recommended COVID19 measures</li> </ul>		Rich Pavoni, Facilities Director	Contractors who can evaluate our systems	

## 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: We are deploying a phased plan that starts with approximately 1/3 of our students on campus. This allows us to limit the size of academic cohorts and residential sections. Groups for elementary students will be no greater than 7, while groups for high school will be no greater than 10 students. Instruction and**

programming will be scheduled to minimize interaction with other groups of students and the amount of transitions through halls and other high-traffic areas. Although hand sanitizer will be deployed in all occupied areas, teachers and residential advisors will implement routinely scheduled handwashing. The frequency of handwashing breaks will be increased for elementary students. Activities involving greater numbers of students/staff will be conducted outside (weather-permitting) and/or in larger spaces with proper ventilation. Visitors will be prohibited from visiting classroom and dorm spaces. We will identify specific areas for visitor and family meetings. Signs have been displayed in all occupied areas detailing social distancing expectations. Student safety onboarding sessions will be held to review and practice all safety protocols; these sessions will occur before starting instruction and other programming.

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	<ul style="list-style-type: none"> <li>Plastic barriers installed around teacher desks and front whiteboard areas</li> <li>Student desk separated by at least 6 feet, desks may also be equipped with plastic barriers</li> <li>Furniture removed from dorm sleeping spaces and classrooms</li> <li>All beds separated by 6 feet or more with barriers for beds near doorways</li> </ul>	Same as yellow	Rich Pavoni, Facilities Director		
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> <li>Students will eat breakfast and dinner in their dorm section</li> <li>Students will eat lunch in classrooms</li> <li>Meals will be prepackaged/prepared and delivered to the appropriate space</li> </ul>	<ul style="list-style-type: none"> <li>Students will eat meals in in dining halls on staggered schedules, observing social distancing</li> <li>Meals will continue to be prepared/prepackaged</li> </ul>	Emily Wilson, Food Service Director	Student eating stations	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)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>• Frequent handwashing (minimally between program/class transitions)</li> <li>• Handwashing for Elementary students each hour</li> <li>• Hand sanitizer present in all occupied spaces</li> </ul>	Same as yellow	AJ Ernst and Stan Bobowski, Academic Leadership	Handwashing breaks	Y
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<ul style="list-style-type: none"> <li>• Signs will be in all academic, residential, office, and communal spaces (marked entrances and exits, reduced room capacity, handwashing and social distancing, stairwell up and down markers)</li> </ul>	Same as yellow	Rich Pavoni, Facilities Director	Signage	N
* <b>Identifying and restricting non-essential visitors and volunteers</b>	<ul style="list-style-type: none"> <li>• Families and visitors will have limited access to campus and will be restricted from entering classrooms and dorm spaces</li> <li>• Meetings will happen in designated spaces with limited meeting room capacity and observing social distancing</li> </ul>	Same as yellow	Mark Johnson, Director of Campus Life		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)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>All athletic teams are suspended</li> <li>Physical activities in academic and residential program will endeavor to use outdoor spaces whenever feasible</li> <li>Student use of playground equipment will be scheduled to allow sanitizing between use</li> <li>Students will observe handwashing/hand sanitizer before and after physical activity</li> </ul>	Same as yellow	Jon Tucker, VP of Student Life  James Turner, Dean of Residential  AJ Ernst and Stan Bobowski, Academic Leadership		N
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Students will receive a packet of supplies in both the academic and residential program</li> <li>Sharing of items will be prohibited</li> </ul>	Same as yellow	James Turner, Dean of Residential  AJ Ernst and Stan Bobowski, Academic Leadership		
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Transitions will be minimized with staggered schedules to limit interactions while traveling between spaces</li> </ul>	Same as yellow	James Turner, Dean of Residential  AJ Ernst and Stan Bobowski, Academic Leadership		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>Students travel to and from campus using family transportation</li> <li>Check-in and Check-out times will be staggered</li> <li>Family members will be restricted from visiting classrooms and dorm areas</li> <li>Using designated spaces for family/visitor meetings</li> </ul>	Same as yellow	James Turner, Dean of Residential  AJ Ernst and Stan Bobowski, Academic Leadership		N
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>Elementary students will be in groups of no greater than 7 for academic and residential programming</li> <li>High school groups will be no greater than 10 students</li> <li>Students will stay with one academic cohort and one residential section for all programming</li> <li>Elementary students attend classes and live in residential halls separate from high school students</li> </ul>	Same as yellow	James Turner, Dean of Residential  AJ Ernst and Stan Bobowski, Academic Leadership		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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> <li>N/A (We provide a residential program for students Sunday-Thursday evening)</li> </ul>	Same as yellow	James Turner, Dean of Residential		N
Other social distancing and safety practices					Y

## 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:** We have developed the protocols in accordance with CDC and local health authority guidelines and with the consultation of our medical director. Until sufficient testing capacity is available, we will utilize a symptoms-based strategy. Students and Staff temperatures will be screened daily, and staff will be expected to observe students for potential symptoms of COVID (which will be discussed and posted in classrooms and dorms). Our health suite has identified separate spaces specifically for housing students/staff in isolation and quarantine along with space for routine/well visits only. Isolation and quarantine will be used as a temporary measure until staff/students can safely leave campus. Individuals with symptoms must be fever free for three days before they will be allowed to return to campus. Following a possible COVID exposure, staff/students will be expected to quarantine for either 10 or 14 days, based on CDC guidance. In the event of a school closing, families will be notified by email, phone call, and our website.

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)
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Daily temperature checks for staff when entering campus</li> <li>• Student temperature checks will be conducted each morning prior to the beginning of classes</li> <li>• Student temperatures and screen questions will be administered each morning as students enter school buildings by medical assistant team</li> <li>• Screen questions for staff posted at the gate as staff enter campus</li> <li>• Screening questions asked when students return to campus on Sundays for check-in</li> <li>• Posters identifying COVID symptoms will be displayed in all occupied spaces</li> </ul>	<p>Same as yellow</p>	<p>Teri Zengolewicz, Nurse Manager Two medical assistants from CSS</p>	<p>Screening questions Signage for screening questions</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Three separate spaces have been identified in our health suite; one space will be used for well/routine visits, a second space will be for isolating students/staff with any COVID symptoms; a third space is identified for quarantining students/staff if we believe they could have been exposed to COVID</li> <li>• Both isolation and quarantine spaces will be used to house students/staff while they are waiting to leave campus for appropriate treatment or follow-up</li> <li>• A minimum of two nurses will be available during program hours; If there are staff/students in either isolation or quarantine, one nurse will monitor those individuals while the other nurse will remain available for well/routine visits</li> </ul>	<p>Same as yellow</p>	<p>Teri Zengolewicz, Nurse Manager</p>	<p>Isolation and quarantine spaces Protocols for students to use telemedicine platform</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>Staff/students who have symptoms of acute respiratory illness are expected to stay home and not come to campus until they are free of fever (temperature lower than 100.4), signs of a fever, and any other symptoms for 3 days, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)</li> <li>Students will be contacted by their RAs to check on symptoms before students can return to school</li> <li>We will follow a symptom-based strategy in accordance with local government guidelines</li> <li>Student/Staff with possible exposure will be asked to complete a 14-day quarantine</li> </ul>	<p>Same as yellow</p>	<p>Teri Zengolewicz, Nurse Manager Contact Tracing Nurse CCS</p>		<p>Y</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>Changes to the policy or campus closings will be communicated using email system via Constant Contact and posted on our website</li> </ul>	<p>Same as yellow</p>	<p>Adam McGrath, Director of Marketing and Brand Communications</p>	<p>Communications</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)
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Morning and evening medication will be distributed by the nurse in each dorm around meal times to limit traffic in the health suite</li> </ul>	Same as yellow	Teri Zengolewicz, Nurse Manager		N

### Other Considerations for Students and Staff

#### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions: Face coverings will be required for all staff and students on campus and must be worn when in the presence of others. We will also deploy plastic shields in classrooms, dorms, and offices in areas of potential high contact. Students with medical concerns will have access to all learning through our virtual environment. Reasonable accommodations will be made for staff with medical conditions to the extent possible, with proper medical documentation. To ensure coverage for student programming, we are staffing additional teachers and residential advisors to serve as floaters/substitutes when needed. Our newly created Achievement Team will support the social emotional wellness of students with the same interventions and programming available to students on campus. This will be delivered through various methods to include virtually and home visits when appropriate.**

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)
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>High risk students will have the ability to access learning virtually</li> </ul>	Same as yellow	Stan Bobowski, Vice President of Administration	Virtual access to learning	Y
<b>* Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>All staff will be required to use face coverings or shields while in the presence of others (and other social distancing measures are not available i.e. plastic dividers)</li> </ul>	Same as yellow	Keenan Dorsey, Vice President of Administration	Face coverings Face shields	Y
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>All students will be required use face coverings or shields while in the presence of others (and other social distancing measures are not available i.e. plastic dividers)</li> <li>Elementary students will use face shields primarily</li> </ul>	Same as yellow	Stan Bobowski, Vice President of Academics  James Turner, Dean of Residential	Face coverings Face shields	Y
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>Families can opt to use our virtual learning platform</li> </ul>	Same as yellow	Stan Bobowski, Vice President of Academics	Virtual access to learning	Y
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>Modified housekeeping staff schedules to ensure coverage during all program hours and Friday deep cleaning</li> </ul>	Same as yellow	Rich Pavoni, Director of Facilities	Staff	Y

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Staff Return To Work COVID Procedures</b>	All Staff	Keenan Dorsey and all department managers	Video presentation and Q&A		7/15/2020	Ongoing
<b>Cleaning and Sanitizing</b>	Housekeeping Staff	Rich Pavoni	State Chemical Presentation		7/20/2020	Ongoing
<b>Teacher and Residential Advisors safety procedures and protocols</b>	Teachers and Residential Advisors	Jon Tucker Stan Bobowski	Zoom Meeting	Presentation materials	8/21/2020	8/28/20
<b>Student expectations and safety protocols</b>	Students	Stan Bobowski AJ Ernst Jon Tucker James Turner	In person town halls	Masks and expectations	8/21/20	Ongoing

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
Testing and Contact Tracing	Staff and Students	Heather Wathington, President	Virtual Town Halls	July 2020	August 2020
Academic Onboarding	New students	Stan Bobowski, VP of Academics Jon Tucker, VP of Student Life	In person groups	July 2020	August 2020

## Health and Safety Plan Summary: Girard College

Anticipated Launch Date: **August 30, 2020**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>• Modified housekeeping staff shifts to provide routine and emergency cleaning during all program hours</li> <li>• We have purchased fogger disinfecting machines that will be used during deep cleaning cycle and as a part of incident disinfecting in occupied spaces</li> <li>• Cleaning wipes and other materials will be maintained in all occupied spaces; students/staff will be required do wipe down tables, desks, and other surfaces routinely during the day</li> <li>• Students will be on campus Sunday-Thursday, allowing a full day for cleaning and sanitizing, ensuring dorms are prepared prior to students returning Sunday</li> <li>• Classroom and dorm windows will be open at all times, weather permitting</li> <li>• Contracting services to evaluate systems for 2 primary areas: Indoor air quality IAQ and energy efficiencies. Service company will provide guidance on implementing recommended COVID19 measures</li> </ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>• Plastic barriers installed around teacher desks and front whiteboard areas</li> <li>• Student desk separated by at least 6 feet, desks may also</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<p>be equipped with plastic barriers</p> <ul style="list-style-type: none"> <li>• Furniture removed from dorm sleeping spaces and classrooms</li> <li>• All beds separated by 6 feet or more with barriers for beds near doorways</li> <li>• Students will eat breakfast and dinner in their dorm section</li> <li>• Students will eat lunch in classrooms</li> <li>• Meals will be prepackaged/prepared and delivered to the appropriate space</li> <li>• Frequent handwashing (minimally between program/class transitions)</li> <li>• Handwashing for Elementary students each hour</li> <li>• Hand sanitizer present in all occupied spaces</li> <li>• Signs will be in all academic, residential, office, and communal spaces (marked entrances and exits, reduced room capacity, handwashing and social distancing, stairwell up and down markers)</li> <li>• Families and visitors will have limited access to campus and will be restricted from entering classrooms and dorm spaces</li> <li>• Meetings will happen in designated spaces with limited meeting room capacity and observing social distancing</li> <li>• All athletic teams are suspended</li> <li>• Physical activities in academic and residential program will endeavor to use outdoor spaces whenever feasible</li> <li>• Student use of playground equipment will be schedule to allow sanitizing between use</li> <li>• Students will observe handwashing/hand sanitizer before and after physical activity</li> <li>• Students will receive a packet of supplies in both the academic and residential program</li> <li>• Sharing of items will be prohibited</li> <li>• Transitions will be minimized with staggered schedules to limit interactions while traveling between spaces</li> <li>• Students travel to and from campus using family</li> </ul>
<p><b>Limiting the sharing of materials among students</b></p>	
<p><b>Staggering the use of communal spaces and hallways</b></p>	
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	
<p><b>Other social distancing and safety practices</b></p>	

Requirement(s)	Strategies, Policies and Procedures
	transportation <ul style="list-style-type: none"> <li>• Check-in and Check-out times will be staggered</li> <li>• Family members will be restricted from visiting classrooms and dorm areas</li> <li>• Using designated spaces for family/visitor meetings</li> <li>• Elementary students will be in groups of no greater than 7 for academic and residential programming</li> <li>• High school groups will be no greater than 10 students</li> <li>• Students will stay with one academic cohort and one residential section for all programming</li> <li>• Elementary students attend classes and live in residential halls separate from high school students</li> </ul>

### Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>• Daily temperature checks for staff when entering campus</li> <li>• Student temperature checks will be conducted each morning prior to the beginning of classes; student temperature checks before students enter buildings</li> <li>• Screen questions for staff posted at the gate as staff enter campus</li> <li>• Screening questions asked when students return to campus on Sundays for check-in; Daily screening questions before students enter any academic buildings</li> <li>• Posters identifying COVID symptoms will be displayed in all occupied spaces</li> <li>• Three separate spaces have been identified in our health suite; one space will be used for well/routine visits, a second space will be for isolating students/staff with any COVID symptoms; a third space is identified for quarantining students/staff if we believe they could have been exposed to COVID</li> <li>• Both isolation and quarantine spaces will be used to house students/staff while they are waiting to leave campus for</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<p>appropriate treatment or follow-up</p> <ul style="list-style-type: none"> <li>• A minimum of two nurses will be available during program hours; If there are staff/students in either isolation or quarantine, one nurse will monitor those individuals while the other nurse will remain available for well/routine visits</li> <li>• Staff/students who have symptoms of acute respiratory illness are expected to stay home and not come to campus until they are free of fever (temperature lower than 100.4), signs of a fever, and any other symptoms for 3 days, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)</li> <li>• We will follow a symptom-based strategy in accordance with local government guidelines</li> <li>• Student/Staff with possible exposure will be asked to complete a 14-day quarantine</li> <li>• Changes to the policy or campus closings will be communicated using email system via Constant Contact and posted on our website</li> <li>• Morning and evening medication will be distributed by the nurse in each dorm around meal times to limit traffic in the health suite</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>• High risk students will have the ability to access learning virtually</li> <li>• All staff will be required to use face coverings or shields while in the presence of others (and other social distancing measures are not available i.e. plastic dividers)</li> <li>• All students will be required use face coverings or shields while in the presence of others (and other social distancing measures are not available i.e. plastic dividers)</li> <li>• Elementary students will use face shields primarily</li> <li>• Families can opt to use our virtual learning platform</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"><li>• Modified housekeeping staff schedules to ensure coverage during all program hours and Friday deep cleaning</li></ul>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Girard College** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 28, 2020**.


The plan was approved by a vote of:

11 Yes

0 No

Affirmed on: **AUGUST 28, 2020**)

By:



*(Signature\* of Board President)*

Hon. Ronald R. Donatucci, Esq.

*(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.