Phased School Reopening
Health and Safety Plan Template

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

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

Table of Contents

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: Bishop Shanahan, Downingtown

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.

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).

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): September 9, 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)
Justin Keller	Administration	Coordinator (Both)
Donald Gentile	Facilities and Maintenance	Member (Both)
Marguerite Gripton	Nurse	Member (Response Team)
Deanna Altschuler	Nurse	Member (Response Team)
Sr. Regina Plunkett	Administration	Both (Plan Development and response team)
Michael McArdle	Administration	Both (Plan Development and response team)
Dr. Robert Moran	Administration	Both (Plan Development and response team)
Father John Donia	Administration	Both (Plan Development and response team)
Teresa Dellicompagni	Administration	Both (Plan Development and response team)
John Morrissey	Chairman of the Board of Directors	Health and Safety Plan Development
Paul Meyers	Asst. Athletic Director	Member (Response Team)
Beth Saggers	Director of Guidance	Member (Response Team)
Kathleen Eckinger	Guidance Counselor	Member (response Team)

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions: **During the summer months, the maintenance staff will conduct a thorough cleaning of all areas of the school building which will include an emphasis on disinfecting surfaces students and staff will come in contact with in classrooms and common areas. Additionally, the maintenance staff will establish procedures for monitoring ventilation throughout the school facility. Once a month the school building will be closed for a full day deep clean and disinfection. Two additional staff members will be added to the maintenance department to facilitate these critical actions. The director of maintenance in consultation with the pandemic coordinator will be responsible for ordering necessary disinfection supplies along with monitoring inventory. During the school day, cleaning/disinfecting procedures will take place at the end of class periods. At the end of each class period, teachers will direct students in cleaning/disinfecting surfaces and other materials and/or equipment that have been in use in the classrooms. At the end of each lunch period, maintenance will be responsible for cleaning/disinfecting surfaces in the table areas. The maintenance staff will conduct cleaning procedures in restrooms and public areas of the school at regular intervals. The August professional development program for the faculty will include a review of cleaning/disinfecting procedures in areas where they supervise students. During the summer months, the maintenance staff will participate in training sessions on cleaning, sanitizing, disinfecting, and ventilation protocols. Non-teaching staff members will participate in orientation to familiarize them with the role they will play.**

Cleaning, Sanitizing, Disinfecting, and Ventilation (Cont'd)

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)	● Daily cleaning throughout the day ● Nightly cleaning by maintenance ● Cleaning of all restrooms at two hour intervals during the day and once at nightly ● Students will wipe down their individual desk using disinfectant wipes at the end of each period. ● NexClean disinfecting service 3x a week focusing on the high touch areas	● Daily cleaning throughout the day ● Nightly cleaning by maintenance ● Cleaning of all restrooms at two hour intervals during the day and once at nightly ● Students will wipe down their individual desk using disinfectant wipes at the end of each period. ● NexClean disinfecting service 3x a week focusing on the high touch areas	Donald Gentile Facilities and Maintenance (F&M) Justin Keller Asst. Principal for Student Services (APSS)	● Each classroom will require cleaning materials to sanitize desks and hard surfaces. ● Drinking fountains be disabled and replaced with water bottle stations ● Disinfectant wipes and hand sanitizer ● Additional maintenance staff ● Disinfectant wands ● Keyboard safe wipes for computer labs	N
Other cleaning, sanitizing, disinfecting, and ventilation practices	● Hire two additional staff members for the maintenance department	● Hire two additional staff members for the maintenance department	Donald Gentile F&M		

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: Class size will be limited to 17 students to allow for social distancing. This will be accomplished by scheduling students to attend class in person on alternating days. When not in school students will attend class remotely. Student movements during the school day will be staggered with grade levels moving at different times at the beginning of the school day, between classes, and at dismissal. Allowing for social distancing, the cafeteria can accommodate 130 students. In the auditorium or gym after allowing for social distancing, groups as large as 250 could participate in planned activities. During favorable weather, physical education activities can take place out of doors. The importance of practicing safe personal hygiene (frequent handwashing, not sharing personal items, etc.) will be emphasized for all via professional development, assemblies, announcements, signage, etc. For the most part, school bus transportation is provided by local school districts that will establish and regulate social distancing practices. Bishop Shanahan coordinates school bus transportation for a limited number of students; for these students procedures will be established to ensure social distancing is maintained. When parents drive their children to school or students drive themselves, it will be stressed that only family members should travel together. Visitors will be limited to those with appointments as much as possible. Efforts will be made to limit the number of visitors in school especially during the regular school hours. All visitors will have temperature checks and complete attestation form in the Main Office. All visitors and volunteers will be required to wear masks. All Visitors will be brought to the commons to wait for their appointment. Any volunteer will need to participate in pandemic procedures orientation. All members of the faculty and staff will receive training on these pandemic procedures prior to the school year. The training will include hands on activities and scenarios that will provide an opportunity to put the pandemic procedures into practice.

Social Distancing and Other Safety Protocols (Cont'd)

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**	• No more than 17 students in a class • Every other desk to be used and desk should not be moved from rows • Alternate the use of a desk each period • Adjusted bell schedule to limit the number of students in the halls • Hallway signage to always walk on the right • Option to stay at home (virtual instruction)	• No more than 17 students in a class • Every other desk to be used and desk should not be moved from rows • Alternate the use of a desk each period • Adjusted bell schedule to limit the number of students in the halls • Hallway signage to always walk on the right • Option to stay at home (virtual instruction)	Dr. Robert Moran Asst. Principal for Academic Affairs (APAA) Mr. Justin Keller APSS Mr. Donald Gentile F&M	• Staffing to assist with supervision of hallways and common areas	N
* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	• 130 students can sit in the cafeteria using staggered seating and 10 students per row using 13 rows • Areas where students arrive and wait before school, capacity will be limited based on allowing social distancing between students	• 130 students can sit in the cafeteria using staggered seating and 10 students per row using 13 rows • Areas where students arrive and wait before school, capacity will be limited based on allowing social distancing between students	Dr. Robert Moran APAA Mr. Justin Keller APSS	• Assigned staff members	N
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	• Hand sanitizer will be provided walking into and out of the cafeteria for all.	• Hand sanitizer will be provided walking into and out of the cafeteria for all.	Mr. Justin Keller APSS Mr. Donald Gentile F&M	• Disinfectant wipes • Hand sanitizer	N
* **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**	• Signs posted in the cafeteria, restrooms and in every class in accordance with CDC guidelines.	• Signs posted in the cafeteria, restrooms and in every class in accordance with CDC guidelines.	Mr. Justin Keller APSS Mr. Donald Gentile F&M Father John Donia Campus Minister	• Creation of signs • Hanging of signs	N

* Identifying and restricting non-essential visitors and volunteers	● Restrict non-essential visitors ● Communication is encouraged using virtual resources ● Restrict dropping off of student materials after the school day has begun ● Restrict use of volunteers ● Visitors enter the building by appointment only ● Visitors must be wearing masks	● All visitors and volunteers will have their temperatures taken and have to complete a wellness check upon entering the school. All visitors will be asked to wait for their appointments in the commons. ● Communication is encouraged using virtual resources ● Encourage limit dropping off materials after school day has begun ● Restrict dropping off of student materials after the school day has begun ● Visitors enter the building by appointment only ● Visitors must be wearing masks	Mr. McArdle Principal Carmel Bradley Executive Assistant Emily Feist Executive Assistant	Signage Symptom Monitoring Communication with the stakeholders	
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	● Implement approved athletic health and safety plan ● Conduct physical education classes outdoors when possible ● Class sizes have been reduced to ensure social distancing requirements using the gym	● Implement approved athletic health and safety plan ● Conduct physical education classes outdoors when possible ● Class sizes have been reduced to ensure social distancing requirements using the gym	Ron Reidinger Athletic Director (AD) Paul Meyers Asst. AD Teresa Dellicompagni APSA	Approved athletic health and safety plan	
Limiting the sharing of materials among students	● Students will be allowed to carry their backpacks throughout the school day. ● Encourage use of digital textbooks to replace classroom sets ● Creation of individual kits in the art classrooms to reduce sharing of materials. ● Restrict science labs to individual use of equipment and sanitize equipment in between each use.	● Students will be allowed to carry their backpacks throughout the school day. ● Encourage use of digital textbooks to replace classroom sets ● Creation of individual kits in the art classrooms to reduce sharing of materials ● Restrict science labs to individual use of equipment and sanitize equipment in between each use.	Mr. Justin Keller APSS Dr. Robert Moran APAA		
Staggering the use of communal spaces and hallways	● Staggered dismissal and transition times ● No full school assemblies ● Class masses and class meeting with only half of the population and using social distancing in the auditorium	● Staggered dismissal and transition times ● No full school assemblies ● Class masses and class meeting with only half of the population and using social distancing in the auditorium ● Virtual assemblies	Mr. Justin Keller APSS Teresa Dellicompagni APSA	Adjusted Bell Schedules Adjusted Calendar	

	● Virtual assemblies		Father John Donia		
Adjusting transportation schedules and practices to create social distance between students	Coordinating with local school districts	Coordination with the school districts	Mr. Justin Keller Asst. Principal for Student Services Each school district	Guidance from the Office of Catholic Education	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	● No more than 17 students in a class ● Students will be divided into two in-person classes Green/White days. ● Students will also be grouped within their same grade as well as track level. ● Option to stay at home (virtual instruction)	● No more than 17 students in a class ● Students will be divided into two in-person classes Green/White days. ● Students will also be grouped within their same grade as well as track level. ● Option to stay at home (virtual instruction)	Dr. Robert Moran APAA		
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	n/a	n/a	n/a	n/a	
Other social distancing and safety practices					

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:

Parents will be asked to take their child's temperature daily and check for other possible symptoms of COVID-19 before the student leaves for school. If the child has a temperature (above 99.5° F) or displays 2 or more other symptoms of COVD-19, the student should remain at home and attend classes remotely. (See Appendix A for symptom monitoring) Parents will be asked to continue to monitor for symptoms and consult a physician if the child's temperature remains high for more than 24 hours.   The student should not return to school until a negative COVID-19 test result can be produced. Staff will also be asked to take their temperatures daily and remain home if they have a temperature above 99.5° F or display 2 or more symptoms of COVID-19 and not return to school until the temperature is normal or after consultation with a physician. (See Appendix B exclusion from and return to school requirements) As students, faculty and staff members enter the school building they will have their temperatures checked. Anyone who has a fever or appears ill will be taken to the isolation room for further evaluation by the school nursing staff. Any school community member who becomes ill or is exposed to COVID-19 must remain in quarantine for a minimum of 14 days and must have medical clearance to return to school. Decisions concerning quarantine will be made by the pandemic coordinator and school nurses in consultation with the principal. If students are unable or unwilling to return to school, they may continue to attend classes remotely. In the event of a confirmed case of COVID-19 or exposure to someone with the virus, the principal will consult with the Office of Catholic Education and the Archdiocesan Office of Communications in preparing a communication to stakeholders and families. Staff members will be asked to volunteer to monitor the temperatures of students and staff as they enter the school building. The training will take place during the August professional development. These staff members will practice using handheld thermometers purchased by the school. The Director of Guidance will create a guidance plan to monitor the social emotional student health of the students and faculty

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	• Parents are asked to conduct a temperature check for students at home before coming into school. • Faculty and staff are asked to conduct a temperature check and symptoms check for themselves at home before coming to school. • If a student records a temperature above normal they are to notify the school and if possible attend classes virtually • Each morning everyone who enters the building will have their temperature taken • Using staggered entrances for each entrance • Early arrivals will wait in the cafeteria socially distanced. When the number of students reaches the capacity of the cafeteria additional students will wait in the gym	• Parents are asked to conduct a temperature check for students at home before coming into school. • Faculty and staff are asked to conduct a temperature check and symptoms check for themselves at home before coming to school. • If a student records a temperature above normal they are to notify the school and if possible attend classes virtually • Each morning everyone who enters the building will have their temperature taken • Using staggered entrances for each entrance • Early arrivals will wait in the cafeteria socially distanced. When the number of students reaches the capacity of the cafeteria additional students will wait in the gym	Mr. Justin Keller APSS	Thermometers Staffing for each door Isolation room to be staffed Cafeteria to be staffed Gym to be staffed	
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	• If a student or a faculty or staff member has a temperature they will be sent to the isolation area • In the isolation area the faculty or staff symptoms are logged and then they will be sent home. • In the isolation area for a student symptoms are logged and the parent is contacted. Established procedure for leaving is followed.	• If a student or a faculty or staff member has a temperature they will be sent to the isolation area • In the isolation area the faculty or staff symptoms are logged and then they will be sent home. • In the isolation area for a student symptoms are logged and the parent is contacted. Established procedure for leaving school is followed.	Mr. Justin Keller APSS Nursing Staff	Isolation Room PPE	
* Returning	• Faculty, staff and students who are sent	• Faculty, staff and students who are sent home	Mr. Justin		

isolated or quarantined staff, students, or visitors to school	home on isolation must provide a negative COVID test to return to school ● While home on isolation students will participate in virtual learning ● Refer to Appendix B	on isolation must provide a negative COVID test to return to school ● While home on isolation students will participate in virtual learning ● Refer to Appendix B	Keller APSS Nursing Staff		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	● Communicate with all stakeholders if there is a positive COVID Case ● Notify the Office of Catholic Education ● Notify the Local Authorities	● Communicate with all stakeholders if there is a positive COVID Case ● Notify the Office of Catholic Education ● Notify the Local Authorities	Mr. Michael McArdle Principal		
Other monitoring and screening practices	● Develop communication to share monitoring and screening practices with all stakeholders ● Communication is to be signed to acknowledge receipt and understanding ● Create a guidance plan to monitor the social emotional student health of the students and faculty	● Develop communication to share monitoring and screening practices with all stakeholders ● Communication is to be signed to acknowledge receipt and understanding ● Create a guidance plan to monitor the social emotional student health of the students and faculty	Mrs. Dellicompagni APSA Mrs. Beth Saggers Director of Guidance	create communication create a guidance plan	

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:

Faculty and staff will be required to wear a face shield or mask. All students will be required to wear a mask. The pandemic coordinator, in consultation with the school nurses, will identify students, faculty and staff members at higher risk of illness. In some cases, it may be recommended that students attend classes remotely. Students, faculty and staff will be made aware of additional precautions they should take to reduce the risk of infection based on their medical condition. In the short-term, current faculty members will serve as substitutes. For teachers who need to go on long-term sick leave, long-term substitute teachers will be hired. The administration, pandemic team and guidance staff will collaborate in efforts to ensure that the educational experience and the social-emotional wellness of all students is monitored as a high priority.

Other Considerations for Students and Staff (Cont'd)

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	● Students at high risk have the option to participate in classes virtually	● Students at high risk have the option to participate in classes virtually	Mr. Michael McArdle Principal	Plan from the Office of Catholic Education for employees at high risk	Y
* Use of face coverings (masks or face shields) by all staff	● All faculty and staff will be required to wear a mask or face shield	● All faculty and staff will be required to wear a mask or face shield	Mr. Michael McArdle Principal	Purchase cloth masks for faculty Purchase of face shields	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	● All students will be required to wear a mask	● All students will be required to wear a mask	Mr. Justin Keller APSS	Purchase additional masks Protocol for school uniform mask	N
Unique safety protocols for students with complex needs or other vulnerable individuals	● Students at high risk have the option to participate in classes virtually	● Students at high risk have the option to participate in classes virtually	Dr. Robert Moran APAA		Y
Strategic deployment of staff	● Assign staff as appropriate to fulfill needs of the plan.	● Assign staff as appropriate to fulfill needs of the plan.	Mr. Michael McArdle Principal Dr. Robert Moran APAA	Administration and 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
Health and Safety Plan overview	Admin. Staff	Mr. Justin Keller	In Person after staff has reported	Registered Nurse	8/26	8/26
Health and Safety Plan Overview	Faculty	Mr. Justin Keller	In Person using PD Days	Auditorium presentation	9/2	9/2
Classroom management and Virtual instruction	Faculty	Dr. Robert Moran	In Person using summer PD days	Auditorium presentation	9/2	9/3
New technology overview	Faculty	Dr. Robert Moran	In person sessions using sample classrooms	Kevin Basquile/ Bill Brannick	9/3	9/3

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
Faculty Survey-Teaching Strategies	Faculty	Dr. Robert Moran	Email/Google Form	6/24	7/1
Re-opening Survey	Parents/ Guardians	Mrs. Teresa Dellicompagni	Email/Google Form	6/19	6/25
Health and Safety Plan Overview	All Stakeholders	Mr. Michael McArdle	Email/Letter PDF/Powerpoint	7/10	
Health and Safety Plan presentation	All students	Administration	Beginning of school days in person presentation	9/9	9/14
Health and Safety Plan Video Introduction	all students	Administration	Video presentation sent to students	8/28	8/28
Social-Emotional Mental Health	all parents	Director of Guidance	Guidance Meetings	9/9	

Health and Safety Plan Summary: Bishop Shanahan HS

Facilities Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	During the summer months, the maintenance staff will conduct a thorough cleaning of all areas of the school building which will include an emphasis on disinfecting surfaces students and staff will come in contact with in classrooms and common areas. Additionally, the maintenance staff will establish procedures for monitoring ventilation throughout the school facility. Once a month the school building will be closed for a full day deep clean and disinfection. Two additional staff members will be added to the maintenance department to facilitate these critical actions. The director of maintenance in consultation with the pandemic coordinator will be responsible for ordering necessary disinfection supplies along with monitoring inventory. During the school day, cleaning/disinfecting procedures will take place at the end of class periods. At the end of each class period, teachers will direct students in cleaning/disinfecting surfaces and other materials and/or equipment that have been in use in the classrooms. At the end of each lunch period, maintenance will be responsible for cleaning/disinfecting surfaces in the table areas. The maintenance staff will conduct cleaning procedures in restrooms and public areas of the school at regular intervals. The August professional development program for the faculty will include a review of cleaning/disinfecting procedures in areas where they supervise students. During the summer months, the maintenance staff will participate in training sessions on cleaning, sanitizing, disinfecting, and ventilation protocols. Non-teaching staff members will participate in orientation to familiarize them with the role they will play.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	Class size will be limited to 17 students to allow for social distancing. This will be accomplished by scheduling students to attend class in person on alternating days. When not in school students will attend class remotely. Student movements during the school day will be staggered with grade levels moving at different times at the beginning of the school day, between classes, and at dismissal. Allowing for social distancing, the cafeteria can accommodate 130 students. In the auditorium or gym after allowing for social distancing, groups as large as 250 could participate in planned activities. During favorable weather, physical education activities can take place out of doors. The importance of practicing safe personal hygiene (frequent handwashing, not sharing personal items, etc.) will be emphasized for all via professional development, assemblies, announcements, signage, etc. For the most part, school bus transportation is provided by local school districts that will establish and regulate social distancing practices. Bishop Shanahan coordinates school bus transportation for a limited number of students; for these students procedures will be established to ensure social distancing is maintained. When parents drive their children to school or students drive themselves, it will be stressed that only family members should travel together. Visitors will be limited to those with appointments as much as possible. Efforts will be made to limit the number of visitors in school especially during the regular school hours. All visitors will have temperature checks and complete attestation form in the Main Office. All visitors will wait for their appointments in the commons. All visitors and volunteers will be required to wear masks. Any volunteer will need to participate in pandemic procedures orientation. All members of the faculty and staff will receive training on these pandemic procedures prior to the school year. The training will include hands on activities and scenarios that will provide an opportunity to put the pandemic procedures into practice.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* 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	Parents will be asked to take their child's temperature daily and check for other possible symptoms of COVID-19 before the student leaves for school. If the child has a temperature (above 99.5° F) or displays 2 or more other symptoms of COVD19, the student should remain at home and attend classes remotely. (See Appendix A for symptom monitoring) Parents will be asked to continue to monitor for symptoms and consult a physician if the child's temperature remains high for more than 24 hours. The student should not return to school until a negative COVID-19 test result can be produced. Staff will also be asked to take their temperatures daily and remain home if they have a temperature above 99.5° F or display 2 or more symptoms of COVID-19 and not return to school until the temperature is normal or after consultation with a physician. (See Appendix B exclusion from and return to school requirements) As students, faculty and staff members enter the school building they will have their temperatures checked. Anyone who has a fever or appears ill will be taken to the isolation room for further evaluation by the school nursing staff. Any school community member who becomes ill or is exposed to COVID-19 must remain in quarantine for a minimum of 14 days and must have medical clearance to return to school. Decisions concerning quarantine will be made by the pandemic coordinator and school nurses in consultation with the principal. If students are unable or unwilling to return to school, they may continue to attend classes remotely. In the event of a confirmed case of COVID-19 or exposure to someone with the virus, the principal will consult with the Office of Catholic Education and the Archdiocesan Office of Communications in preparing a communication to stakeholders and families. Staff members will be asked to volunteer to monitor the temperatures of students and staff as they enter the school building. The training will take place during the August professional development. These staff members will practice using handheld thermometers purchased by the school. The Director of Guidance will create a guidance plan to monitor the social emotional mental health of the students and faculty.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* 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	Faculty and staff will be given the option to wear a face shield or mask. All students will be required to wear a mask. The pandemic coordinator, in consultation with the school nurses, will identify students, faculty and staff members at higher risk of illness. In some cases, it may be recommended that students attend classes remotely. Students, faculty and staff will be made aware of additional precautions they should take to reduce the risk of infection based on their medical condition. In the short-term, current faculty members will serve as substitutes. For teachers who need to go on long-term sick leave, long-term substitute teachers will be hired. The administration, pandemic team and guidance staff will collaborate in efforts to ensure that the educational experience and the social-emotional wellness of all students is monitored as a high priority.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Bishop Shanahan** 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:

     _____ Yes

     _____ 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.

Appendix A (Source - Chester County Health Department School Guidance issues June 19,2020)

Symptom Monitoring

Take temperature with temporal or forehead touchless thermometer

Are you taking any medication to treat or suppress a fever? Yes/No

Are you currently experiencing any of the following symptoms[1]?

Column A (1) or more symptoms	Column B (2) or more symptoms	
Fever (99.5°F or higher[2]) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (without congestion) Sore throat Chills Muscle pain	Headache Congestion or runny nose Nausea or vomiting Diarrhea

"Has Symptoms" is defined as having 1 or more symptom(s) in Column A
   OR 2 or more symptoms in Column B
   OR Yes to medication to suppress a fever.

[1] For a current list of symptoms see CDC's website:
   https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
[2] The temperature considered a fever during screening differs based on how temperature is taken. Any fever reported by an employee, even if no thermometer was used, should be considered as symptomatic.

Mode	Temperature for Fever
Walk through scanner	97.5°F or higher
Axillary and temporal	99.5°F or higher
Oral	100.0°F or higher

Appendix B (Source - Chester County Health Department School Guidance issues June 19,2020)

Exclusion From and Return to School Requirements

Scenario	Exclude From School	Return to School After…
#1 – No Symptoms	No	Not applicable
#2 – COVID-19 Symptoms	Yes	Individual should be tested for COVID-19. If test result is <u>negative</u>, return to school 3 days after symptoms are no longer present. If test result is <u>positive</u>, follow return to school guidance for scenario #3.
#3 – Positive COVID-19 PCR Test <u>with</u> Symptoms	Yes	3 days with no fever **and** improvement in symptoms **and** 10 days since symptoms first appeared
#4 – Positive COVID-19 PCR Test <u>without</u> Symptoms	Yes	10 days after the PCR test was collected If symptoms develop during 10 days, follow return to school guidance for scenario #3.
#5 – Close Contact <u>with</u> Symptoms	Yes	Individual should be tested for COVID-19. If test result is <u>negative</u>, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. If test result is <u>positive</u>, follow return to school guidance for scenario #3.
#6 – Close Contact of COVID-19 <u>without</u> Symptoms	Yes	14 days after the date of last exposure to the person with COVID-19 If symptoms develop during 14 days, follow return to school guidance for scenario #5.