



# 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.

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## Health and Safety Plan Governing Body Affirmation Statement

*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: **Centennial School**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red

designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
  - Centennial School is planning for an in-person total reopen for all students and staff with appropriate social distancing, safety protocols, and training in place.
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - Parent/guardian survey on June 15, 2020 to gather input on school re-opening
  - On-going communication with sending LEAs regarding school expectations during the closure
  - Meeting with key staff stakeholders to review draft of plan and gain input on July 29, 2020
- How will you communicate your plan to your local community?
  - Written communication with parent/guardians through the Remind messaging application
  - Share written Health and Safety plan for reopening with school district special education LEAs through email
  - Post Health and Safety plan to school website and include revisions when necessary
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - If student attendance is at or below 50% for 3 consecutive school days. The Pandemic Team will meet and determine if a significant modification to operations is needed (e.g., switch to distance learning) and allow for deep cleaning of the school building.
  - If a significant percentage of staff members are absent from school, the Pandemic Team will meet and determine if a significant modification to operations is needed.
  - Centennial School will follow recommendations from the Department of Health if a school closure or other significant modification is recommended.

- If a significant modification is recommended, communication with the Chairperson of the School Board will occur.

**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): 09/02/2020**

## 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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Julie Fogt	School Director (Administrator)	Both
Kelly Spradlin, Caitlin Lyons, Alicia Reiss	Program Coordinators (Department Supervisors)	Both
Edward Bruno	Computing Consultant (Support Staff)	Both
Dr. Sara Heintzelman	Technology Integration Specialist (Support Staff)	Pandemic Crisis Response Team
Erik Rhoades	Business Manager (Support Staff)	Both
Maggie Ciliberti	School Nurse (Support Staff)	Pandemic Crisis Response Team

<b>Nichole Corsi</b>	School Counselor (Support Staff)	Pandemic Crisis Response Team
<b>Marc Corsi</b>	Transportation Coordinator (Support Staff)	Pandemic Crisis Response Team
<b>Nancy Zapotocki</b>	Front Office (Support Staff)	Pandemic Crisis Response Team
<b>Jeff Rivera</b>	Custodian (Support Staff)	Pandemic Crisis 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:

#### Building Readiness

Centennial has a contracted cleaning service and two staff members performing cleaning and readying procedures throughout the summer. Their duties include but are not limited to the following prior to staff and student return:

- Bathrooms are cleaned and disinfected daily.
- Gym Floor will be dry mopped and wet mopped with disinfectant.
- All rooms/Hall floors/Bathrooms/Reception Area will be cleaned/waxed/buffed after rooms have been emptied and disinfected.

- All carpeted floors shampooed.
- All surfaces including high touch areas (doorknobs, phones, lightswitches, microwaves, fridges, water fountain) will be cleaned and disinfected.

### **Procuring Supplies**

Centennial obtained CDC approved Cleaning Solution BUCKEYE ECO E23 NEUTRAL DISINFECTANT through a local supplier, Northeast Janitorial. This is being used in spray bottles for surface areas as well as in buckets for floor cleaning. We have also installed Buckeyes Proportion/Dilution Control system to ensure accuracy. We have ample supply to last us throughout the year with the option to purchase more when necessary.

### **Cleaning and Sanitizing Protocols and Schedule**

Twice a day, bathrooms will be disinfected. In the bathrooms, this will entail cleaning urinals, toilets, stalls, all knobs, surfaces, mirrors, and floors. Classroom floors are swept nightly.

Additionally, on a daily basis high touch kitchen surfaces (e.g., microwaves, counters, fridges) and water bottle filling stations will be disinfected. Hallways will be cleaned daily also. Teachers will assist in cleaning and disinfecting their classroom space throughout the school day.

At the end of the school day, exterior doors will be opened and an industrial fan will be placed at two entrances to circulate old air out of the building and encourage new air to enter the building.

For the HVAC ventilation system, air filter changes will remain on the same schedule (excessive filter changes not necessary).

Teachers will be responsible for cleaning desk surfaces and high touch surfaces (e.g., classroom phones, whiteboard area/markers) in their individual classrooms at the end of each day. All teachers will disinfect individual desks prior to any eating in the classroom. Secondary teachers will disinfect individual desks/learning spaces prior to changing student groupings and having new students enter the room. Teachers will be provided with cleaning materials (e.g., paper towels and disinfectant spray) and gloves to wear while cleaning.

## Stakeholder Training

All staff members will complete the Lehigh University *Return to Work Course* and receive training on the Health and Safety Plan. All Centennial supervisors will also complete the Lehigh University *Supervisors COVID-19 Return to Work Training*. Cleaning and sanitizing training information is included in the Return to Work Course training. Staff members will share the certificate of completion with the Business Manager by electronically submitting through a Google Form. Cleaning protocols will be reviewed weekly at team and faculty meetings.

Additionally, a Bloodborne Pathogens training will occur during the pre-service week. This training will include instruction on how to wear and take off a mask appropriately and how to clean and remove gloves safely.

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>	<p><b>Custodian responsibilities:</b></p> <p>All high-touch surfaces should be cleaned/disinfected at least daily (e.g., water bottle filling station, door handles, light switches, kitchen surfaces)</p> <p>Restrooms will be disinfected twice a day.</p> <p>Kitchen surfaces will be disinfected daily.</p> <p><b>Teacher responsibilities:</b> Clean desks on a frequent basis when student</p>	Same as Yellow	Erik Rhoades - Business Manager	<p>Custodian will be supplied with PPE for disinfecting as well as approved disinfecting products.</p> <p>Disinfectant Wipes</p> <p>Buckeye Eco E23 Neutral Disinfectant</p>	Y

	<p>groupings change and/or before meal time.</p> <p>All individuals will sanitize/wash hands frequently (e.g., upon arrival, prior to eating, after eating, after recess, use of bathroom).</p> <p>Hand sanitizer will be available in all classrooms and office spaces.</p> <p>Water fountains will not be accessible; a water-refilling station will be used to fill water bottles. Students and staff are encouraged to bring a refillable water bottle to school daily.</p> <p>Centennial does not provide transportation.</p> <p><b>Ventilation:</b></p> <p>At the end of the school day, exterior doors will be opened and an industrial fan will be placed at two entrances to circulate old air out of the building and</p>			<p>Classrooms will have cleaning supplies available to them throughout the school day to use when necessary.</p> <p>Teachers will be supplied with non-latex gloves for cleaning purposes.</p> <p>Soap and water/ at least 60% alcohol-based hand sanitizer.</p> <p>Fans for added ventilation. One will pull new air into the building and the other will pull old building air and send it outside.</p>	
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	encourage new air to enter the building.				
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p><b>Technology:</b></p> <p>For individual student devices: Students will be provided with an individual technology device (Chromebook or iPad) to prevent sharing of equipment. When needed, students will also be provided with individual headphones for use in school.</p> <p>Weekly sanitizing of individual technology devices will occur and/or as requested.</p> <p>For shared technology: Touch surfaces (e.g., keyboard, mouse, iPad, stylus) of shared technology equipment will be sanitized between uses and hand sanitization will be available for students before and after device usage.</p> <p><b>Nurse's Office:</b></p>	Same as Yellow		Two UV-light sanitizers will be purchased to clean individual technology weekly and upon request.	

	Clean/disinfect the designated isolation area after each symptomatic student or staff member leaves the area.			Three air purifying systems have been purchased to be used in the nurse's office and isolation area.	
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## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

#### Classroom Organization

Centennial staff will organize classrooms and strive for 6 feet of spacing between desks. More realistically in some rooms 3 feet of spacing will be achievable. Small group instruction tables will remain in the classrooms with the understanding that they will be used for student seating similar to a desk and to assist in spreading students out.

Currently, students eat lunch in their classrooms as the school does not have a cafeteria. Prior to and after lunch, teachers and students will sanitize their eating space.

### **Student Grouping**

Overall, the number of students enrolled at Centennial School is approximately 75-85 for ages 6-21. The nature of the program is to provide a smaller, more structured learning environment. Programmatically, there are three subgroups of students and teachers (i.e., Elementary Program, Middle School Program, High School Program). Within the three programs, students are grouped and follow an age appropriate schedule. For elementary, the three classrooms are self-contained with teachers and students interacting with each other throughout the school day. Middle and High School teachers and students are assigned to a homeroom and then follow a bell schedule and rotate between 3 and/or 5 classrooms a day. The average class size is approximately 8-10 students with 2-3 teachers.

Students in the middle school and high school program are grouped by their instructional level for the core subjects of reading, language arts, and math. The rationale for this grouping is to provide direct instruction at their targeted instructional level with the goal of monitoring progress closely and closing student's achievement gaps. While alternative solutions were considered to reduce contact between individuals, at this time Centennial School will continue with these mixed groupings to best meet the academic needs of the students. The overall small class size and quantity of teachers will allow for cleaning and social distancing throughout the day as a preventative measure.

### **Communal Spaces**

**Library:** The library will have a limited amount of chairs with adequate spacing between chairs. Small groups of students will be permitted to visit the library at a time. Library tables will be cleaned multiple times per day. Students will use their own writing utensil to sign out books, if they do not have one, a teacher will sign the book out for them using their own writing utensil. Students will be limited to signing out one book at a time and will need to return that book prior to signing out another. All books will be sanitized via wipes prior to returning to the shelves.

**Gym:** Small group activities will be planned for all gym classes that consist of exercises that limit contact with others. In larger gym classes, the class will be broken down into smaller groups. Classes will utilize multiple areas (e.g., outside, gym, weight room, classroom) to ensure social distancing and ventilation. All used gym equipment will be sanitized immediately after the class ends. A hand sanitizer station will be located in the gym for students to use upon entry and exit of the gym. Floor

markers will be located in various areas of the gym for students to use when receiving whole group instruction and directions. As weather permits, gym class will be held outside as much as possible. Face coverings may be removed if students are outside and engaging in activities that are six feet apart.

**Parent Corner:** Teachers will reserve the Parent Corner space by signing out on the paper calendars in the Copier Room. Teachers will disinfect the seating and tables in the Parent Corner after use.

**Conference Rooms:** Teachers will reserve the Conference Rooms by signing out on the paper calendars in the Copier Room. Room use will be at a reduced capacity meeting social distancing guidelines. Signs identifying maximum capacity will be posted internally.

**Kitchen:** Handwashing signs will be posted in multiple areas in the kitchen. A hand washing only sink is available for use. Staff will be able to access the coffee materials. Single wrapped sporks are available for lunch. Staff will distribute utensils and condiments to students at the breakfast area. The microwave surfaces and refrigerator handles will be cleaned daily. Room use will be at a reduced capacity meeting social distancing guidelines. Signs identifying maximum capacity will be posted internally. To increase room capacity, kitchen stools will be removed. The kitchen will not be open for bus drivers to congregate and drink coffee.

## Outdoor Space

Centennial School uses a small playground and side yard space on a regular basis for recess, study hall break, and gym classes. For the picnic tables, reduced capacity will be permitted. Playground equipment (e.g., slide, swings) will be sanitized regularly. Hand sanitizer or hand washing will be required before and after outdoor times.

## Hygiene Routines

Upon arrival to school, students will be directed to put their items in their classroom and then go to the bathroom to wash their hands. Hand sanitizer will be available in the classroom and in larger common areas like the front office, gym and library space. Hand washing will be required after each trip to the restroom. Individuals will be required to sanitize or wash their hands prior to, and after, eating meals or snacks. The floor will have markers outside of the bathrooms to assist students and teachers in maintaining the appropriate distance. During designated handwashing times, bathroom doors will be propped open to avoid frequent touching.

During mealtime in the classroom, student sharing of food and utensils will be prohibited.

Daily reminders of good hygiene practices will be included in the student morning announcements, homeroom meetings, and review of behavioral expectations.

### **Transportation**

Students will be dropped off at the back gym door upon arrival. Buses line up and pull up to the door to allow students off. As a result, student entry is staggered per bus. Once students enter the building, their bus will pull away and provide the space for the next bus. For dismissal, buses will be called and students will wait in their classrooms until they hear their bus. Floor markers will be located near the bus exit door to assist students in waiting at an appropriate distance.

### **Visitor and Volunteer Policies**

While in the Yellow and/or Green Phase, non-essential visitors and volunteers will be limited. Outside visitors, including parents, must submit a written or verbal request to visit the building ahead of time. As part of the request, all visitors will be required to complete a phone health screening upon arrival. For emergency visits, the guest will be directed to call the school phone and complete a phone health screening. For student pick ups, a parent/guardian will need to present their identification and a staff member will escort the child out of the building for curbside pick-up. The parent pick up will be recorded by the front office.

Centennial School typically hosts a variety of outside visitors such as graduate students and undergraduate students who are in need of classroom observations and fieldwork placements. The administrative team will review visitor and volunteer requests and determine what is feasible in a socially distanced environment. Priority will be given to those nearing the end of their degree (e.g., student teachers, practicum students). Prior to beginning a classroom experience, the visitor will need to read the Health and Safety Plan and agree to abide by all requirements stated within. Each visitor or volunteer will need to complete a symptom screening prior to arriving at Centennial daily. A face covering is required for all visitors and volunteers. If needed, a protective face covering will be provided.

Outside visitors, such as bus drivers, who previously entered the school to use the restroom and congregate in the kitchen, are considered as non-essential visitors. The building will not be open for bathroom use to non-essential visitors.

Other school based professionals (e.g., occupational therapists, physical therapists, school psychologists) providing services at the school will need to read the Health and Safety Plan and agree to abide by all requirements stated within. Each provider will need to work with a program coordinator to sign out a designated space. Cleaning supplies will be provided to the school based professional to sanitize the space used.

For meetings with guests outside of Centennial, it is recommended to continue to host virtual meetings. If hosting an in-person meeting, staff will follow conference room guidelines for social distancing.

### **Age Differences**

At this time, there are no procedural differences between the students who are ages 6 - 21 in the building.

### **Training**

All Centennial School employees must complete the *Return to Work Course* virtual training provided by Human Resources prior to returning to the building. A certification with each staff member's name will be submitted for their personnel file. All Centennial supervisors will also complete the Lehigh University *Supervisors COVID-19 Return to Work Training*.

A training on the Health and Safety Plan will occur for all staff members during the preservice week prior to students returning to school.

Student training through a prepared slideshow will occur on the first day of school. The slides will be created by program coordinators and teachers will be trained on the content of the slides and how to deliver material to the students. Content will consist of the new procedures and rationale of why they were created and what their purpose is.

Parents/guardians will be trained on health and safety protocols and procedures to ensure that consistent and ongoing implementation of the plan is followed. Specifically, a written handout and/or video on the daily screening procedure to employ at home will be provided and sent by Remind to Centennial families. A similar [daily home screening checklist](#) will be provided to parents/guardians.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Teacher and student desks will be spaced 6 feet apart. When not possible, student desks will be spaced at a minimum of 3 feet apart. <a href="#">CDC Social Distancing</a></p> <p>Classroom tables will have 1 chair or will be removed entirely.</p> <p>Students will be seated in the same direction when configuration is feasible.</p>	Same as Yellow	Program Coordinators	Signage and markings on floors to indicate safety social distancing protocols	Y
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p><b>Breakfast:</b> Students will line up on floor markers to receive their breakfast. When called upon, they will tell the server what breakfast items they want. The server will place the items on a tray and set it on the designated area of the counter. The server will call the student up to pick up the tray to walk back to</p>	Same as Yellow	Program Coordinators	Signage and markings on floors to indicate safety social distancing protocols	N

<p>the classroom to consume.</p> <p>A plexiglass barrier will be present at the breakfast and lunch counter.</p> <p>Students will eat all meals at their desks. Require individual hand sanitizing/washing before and after eating.</p> <p>Classrooms will have designated areas for used trays. All trays will be collected and sanitized after each use.</p> <p><b>Lunch:</b> A cart will be used to distribute lunches to students in their homerooms. All lunch will be served and consumed in the classrooms. Students will eat all meals at their desks.</p> <p>Classrooms will have designated areas for used trays. All trays will be collected and sanitized after each use.</p>		<p>Lunch Coordinator</p>	<p>Plexiglass barrier for breakfast and lunch counter</p> <p>Latex gloves for food servers</p> <p>2 carts to disperse lunches to the homerooms</p>	
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	<p><b>Library:</b> Library tables and seats will be reconfigured to allow 3-6 feet of spacing between staff and students. There will be a limit of one person per table.</p>		Program Coordinators		
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Students and staff will be required to wash hands upon entering the building and after using the restroom.</p> <p>Students and staff will be required to hand wash and/or sanitize before and after meals.</p> <p>A hand sanitizing station will be utilized in the gym.</p> <p>Hand sanitizing will occur before and after recess and before and after using shared technology devices.</p>	Same as Yellow	School Nurse	Soap and water and/or $\geq 60\%$ alcohol-based hand sanitizer.	Y

<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Signs will be located in the front office, hallways, bathrooms, kitchen, and classrooms that depict handwashing, social distancing, and the appropriate way to cover a sneeze or cough.</p> <p>TV in the lobby and smartboards in classrooms will be used to promote health and safety.</p> <p>Morning announcements will include health and safety reminders.</p>	<p>Same as Yellow</p>	<p>School Nurse</p>	<p>Content from the following posters will be adapted accordingly:</p> <p><a href="#">Centennial signage samples</a></p> <p><a href="#">Handwashing CDC poster #1</a></p> <p><a href="#">Handwashing CDC poster #2</a></p> <p><a href="#">Did you wash your hands CDC poster</a></p> <p><a href="#">Stop the spread CDC poster</a></p> <p><a href="#">Don't Feel Well. Stay Home CDC poster</a></p> <p><a href="#">Distancing CDC poster</a></p> <p><a href="#">Cover cough/sneeze CDC poster</a></p> <p><a href="#">How to take off cloth mask safely CDC poster</a></p>	<p>N</p>
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<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Limit non-essential visitors and volunteers.</p> <p>Outside visitors, including parents, must submit a written or verbal request to visit the building ahead of time.</p> <p>Require all visitors/volunteers to comply with all screening and monitoring.</p> <p>A visitor log will be maintained in the event contact tracing is required.</p>	<p>Same as Yellow</p>	<p>Front office</p>	<p><a href="#">Stay home when sick CDC poster</a></p> <p><a href="#">Outside poster with symptom screen/office phone CDC poster</a></p>	<p>Y</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>Recess and physical education activities will continue as planned as long as they limit physical contact/touching.</p> <p>When weather permits, physical education will occur outside.</p> <p>Sharing of physical education and recess equipment will be limited or avoided to the</p>	<p>Same as Yellow</p>	<p>Physical Education Teacher</p>	<p>≥60% alcohol-based hand sanitizer for gym area and near recess exit door.</p>	<p>N</p>

	<p>maximum extent feasible and appropriate.</p> <p>Students will sanitize hands before and after physical education and/or recess.</p>				
<p><b>Limiting the sharing of materials among students</b></p>	<p>All students will have an iPad or Chromebook assigned for individual use.</p> <p>Sharing of supplies/materials will be limited or avoided to the maximum extent feasible and appropriate.</p> <p>Frequent hand sanitizing will be encouraged when using electronics.</p> <p>Students will have their own writing utensils and will be able to get them from teachers.</p> <p>Teachers will project material on SmartBoards and make individual copies when necessary.</p>	<p>Same as Yellow</p>	<p>Classroom Teachers</p>	<p>≥60% alcohol-based hand sanitizer will be located in each classroom.</p>	<p>N</p>

<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Communal spaces such as the library and parent corner will be signed out ahead of time by staff.</p> <p>For hallway transitions, face coverings are required. Directional arrows will indicate which side of the hallway to walk on.</p> <p>Markings on the floor/wall will indicate where students can wait before entering their classrooms at a safe social distance.</p>	<p>Same as Yellow</p>	<p>Program Coordinators</p>	<p>Paper sign/electronic sign out system for library and parent corner</p> <p>Hallway posters to show directional movement in building</p> <p>Signage and markings on floors to indicate safety social distancing protocols</p>	<p>N</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>Students will be dropped off at the back gym door upon arrival.</p> <p>Buses line up and pull up to the door to allow students off.</p> <p>As a result, student entry is staggered per bus.</p> <p>Once students enter the building, their bus will pull away and provide the space for the next bus.</p>	<p>Same as Yellow</p>	<p>Transportation Coordinator</p>	<p>Signage and markings on floors to indicate safety social distancing protocols</p>	<p>Y</p>

	<p>For dismissal, buses will be called and students will wait in their classrooms until they hear their bus.</p> <p>Floor markers will be located near the gym door to assist students in waiting at an appropriate distance.</p>				
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>All classrooms contain 12 students or less at all times.</p> <p>Limited small groups of students will be permitted in the library at one time.</p>	Same as Yellow	Program Coordinators	Schedules will be shared with support staff to communicate class size and student groupings.	N
<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>	Not applicable.	Not applicable.	Not applicable.	Not applicable.	N

<p><b>Other social distancing and safety practices</b></p>	<p>Floor markers will be present at the bus dismissal exit, bathrooms, school store, outside of classrooms, and gym to assist students with appropriate distancing.</p> <p>Plexiglass barriers in designated areas where face to face interaction is necessary (such as some speech therapy sessions, individual counseling, administrative professional's area)</p> <p><b>Field Trips:</b> There will be no curricular field trips or non-curricular class trips during the student day.</p> <p><b>Travel Quarantines:</b> Staff will follow evolving guidance on recommended travel quarantines.</p> <p><b>Copier Machines:</b> Staff will be encouraged to use disinfecting wipes on the buttons and handle</p>	<p>Same as Yellow</p>	<p>Program Coordinators</p>	<p>Signage and markings on floors to indicate safety social distancing protocols</p> <p>Plexiglass barriers</p> <p><a href="#">See current list of states with recommended 14 day quarantine</a></p> <p>Disinfecting wipes located near copiers</p>	<p>Y</p>
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	<p>surfaces of the copier machine after use. Wipes are NOT to be used on glass screens.</p> <p><b>In Schools Job:</b> Determine jobs and alternatives that are appropriate and safe for students to complete.</p> <p><b>Problem Solving Areas:</b> After problem solving, the desk or table space will be disinfected.</p> <p><b>School Store:</b> An online order form will be created for student purchases to eliminate traffic in the store.</p>			<p>Disinfectant spray and paper towels</p>	
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## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

#### **Monitoring Staff, Students, and Others**

Centennial will adhere to the Pennsylvania Department of Health guidance regarding signs and symptoms of COVID-19. The most common signs and symptoms include the following: fever greater than 100.3 degrees, cough, shortness of breath, headaches, body aches, fatigue, loss/altered sense of taste or smell, nausea, diarrhea, and runny nose/congestion. Staff members will self-report monitoring results each day prior to reporting to work through the HawkWatch app through Lehigh University. including student teachers and outside professionals. A checklist similar to the [student checklist](#) will be provided to staff members to reference at home and [symptom posters](#) will be posted outside of entry doors.

Families will be educated on the signs and symptoms of COVID-19 in order to monitor students prior to sending them to school. Staff members will conduct temperature checks of students as they enter the school day. Touchless thermometers will be used for screening. If a temperature is over 100.3, additional assessment of symptoms will occur in the nurse's office. At this time, awards such as Perfect Attendance will not be given out to assist in encouraging students to stay home if ill.

Teachers will display screening questions of the signs and symptoms of COVID-19 in each homeroom and ask students to self-assess during arrival time. Students will be directed to go to the nurse immediately if feeling symptomatic.

For outside guests and visitors, they will be presented with screening questions and temperatures will be checked.

### **Quarantine and Isolation**

Employees and students that become symptomatic in school will be quarantined in the nurse's office, assessed immediately and possibly sent home from school for further evaluation. A student's COVID-like symptoms will only be acknowledged as attributed to a pre-existing condition if a doctor's note or medical documentation has been submitted beforehand.

First, the student or teacher should leave the classroom immediately, put on a mask, and report to the nurse's office. The nurse should fully assess the student/staff member, including a temperature check and questions about any pre-existing conditions that may explain the symptoms. As the situation warrants, the nurse should contact a parent/guardian to arrange for transportation from school. While the student waits for transportation to leave school, they will wait in a designated area (i.e., Room 23 across from Nurse's office) and be monitored by a staff member outside of the room. Emergency phone contacts must be up to date for students. A symptomatic student must be picked up within two hour and will not be sent home on the bus.

Staff and students with elevated temperatures should likely leave the building regardless of cause. The student or teacher's desk area should be sanitized prior to further usage. The student or teacher would then need to either get a COVID-19 test or medical clearance to return to school.

The school should continue to operate as normally as possible until additional information becomes available on the student or teacher's status. There are many common reasons other than COVID-19 that could explain someone not feeling well at any particular time. Notifications would not be warranted in the absence of further details.

### **Staff Decision Makers for Quarantine and Isolation**

The Centennial administrative team in conjunction with the school nurse will be responsible for making decisions regarding quarantine or isolation requirements.

### **Conditions to Return to School if Positive Test**

The student or staff member should remain home until either a negative COVID-19 test is completed or other medical clearance to return is received and shared with the school through email.

### **Staff Unable or Uncomfortable to Return**

For staff who are unable or uncomfortable to return to school, the staff member should notify the school business manager as soon as possible. Guidance will be provided to contact Lehigh University Human Resources to determine next steps and if Family Medical Leave is appropriate.

### **Determining if Students Willing/Able to Return and Accommodations**

Parents and guardians who are uncomfortable with students returning should notify their child's program coordinator and Local Education Agency representative by August 14, 2020. A meeting would be held to determine an appropriate alternative in accordance with a child's IEP.

If a change is requested during the school year, similarly a meeting would be held to determine an appropriate alternative in accordance with a child's IEP.

### **Notification of Exposure/Confirmed Illness and Changes to Health and Safety Plan**

If a household family member of a student or staff member tests positive, the local health department would then decide based on the exposure and case investigation information gathered as to how long, or even if, that student or staff member should be kept out of school under quarantine. If a student or staff member tests positive, notifications to families will occur from the Department of Health if exclusion from school or quarantining is recommended for other students and/or staff members.

As Centennial serves students across multiple counties, coordination will need to occur and guidance may vary depending on the Health Department.

Confidential health information, including staff or students that test positive for COVID-19 will not be communicated as public information. We will not be identifying the individual in our communications, and the individual who tested positive may be permitted to return to school only after the Department of Health has provided affirmation to the school nurse and administration that they may

do so. Our school counselor and administrators will work with affected families and students to promote a positive return to school following quarantine.

### Stakeholder Training on Protocols

All staff members will be trained on symptoms and screening protocols for themselves and students. Staff members will review parent training materials additionally to support parent education.

Training will occur during the preservice dates scheduled before students return to schools. Documentation of Health and Safety trainings will occur through obtaining staff signatures.

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>Monitoring students and staff for symptoms and history of exposure</b>	Educate all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work.	Same as Yellow	Program Coordinators and classroom staff	<a href="#">CDC student screen checklist for families</a>	Y
	Educate parents/guardians on the importance of keeping symptomatic children home from school.		Program Coordinators and classroom staff	Create training video for families to view on how to conduct symptom screening and importance of keeping symptomatic students home from school.	
	Educate staff on the importance of staying home if symptomatic.		Program Coordinators		



	<p>Students and staff will go to the nurse immediately if feeling symptomatic.</p> <p>The nurse or designated employee will then evaluate any individual who presents with symptoms and determine recommendations for next steps.</p>		<p>School Nurse</p> <p>School Nurse</p>	<p>PPE for nurse</p> <p>PPE for staff/students coming in to the health office if/as needed.</p>	
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Require such an individual (one who becomes sick in school or demonstrates a history of exposure) to wear a mask.</p> <p>Require such an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the nurse's office.</p> <p>Provide appropriate PPE to staff and students in the nurse's office and to those interacting directly with an ill or potentially ill individual.</p>	<p>Same as Yellow</p>	<p>Classroom staff</p> <p>Classroom staff</p> <p>School Nurse</p>	<p>Extra masks for students/staff in the nurse's office and classrooms.</p> <p>PPE supplies, extra masks, disinfecting supplies.</p>	<p>Y</p>

	<p>Isolate such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse’s office or Room 23 until they are dismissed from school.</p> <p>If a student in isolation has a sibling in the building, that student will also complete additional screening.</p> <p>Have an area for isolation that separates symptomatic individuals from others, is well-ventilated and is easy to disinfect.</p> <p>Area(s) used by a sick person will be closed off and not used before cleaning and disinfection is done.</p> <p>Require any individual who is sent home with symptoms to get a COVID-19 test or medical clearance prior to returning.</p>		<p>School Nurse</p> <p>School Nurse</p> <p>School Nurse/Trained staff</p> <p>Custodian</p> <p>Program Coordinators</p>	<p>Air purifying systems have been purchased to be used in the nurse’s office and isolation area.</p> <p>Appropriate PPE for custodian and materials for disinfecting.</p>	
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	manager/direct supervisor.				
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Consult with the City of Bethlehem Department of Health on any decision related to the closure of a classroom, program, or school.</p>	<p>Same as Yellow</p>	<p>Pandemic Team</p>	<p>Communication with Health Department</p>	<p>N</p>
	<p>Recommend closing a classroom or school, only if the City Health Department indicates to Centennial the necessity or requirement to do so.</p>		<p>Pandemic Team</p>		
	<p>Use strategies similar to those used with measles, pertussis, and other infectious diseases that keep classrooms and schools open, in the event of a confirmed case of COVID-19. For example, for the 14-day period following such a diagnosis, increase the education on signs and symptoms, increased monitoring of hygiene, increased enforcement of social distancing.</p>		<p>Pandemic Team</p>		

	In the event of a modification to the Health and Safety Plan, written notifications are provided to parents/guardians and local education agencies in a timely manner through an electronic messaging system. Currently, use Remind.		School Director	Remind messaging system, emails, and school website.	
<b>Other monitoring and screening practices</b>	<p>Monitor decisions on school closings in the greater Lehigh Valley, Reading, and Bucks County area to determine community spread of COVID-19.</p> <p>Weekly administrative meetings to review staff and student attendance patterns.</p> <p>Limit the public release of COVID-19 impacted student and staff names. Coordinate with the City of Bethlehem Health Department specific to the public release of such protected information.</p>	Same as Yellow	<p>Pandemic Team</p> <p>Pandemic Team</p>	<p>Not applicable</p> <p>Not applicable</p>	N

	<p>Surrounding Health Departments will support Centennial and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.</p> <p>Contact tracing form has been developed.</p> <p>At times, the nurse's bathroom will be closed if student assessments are occurring and/or room is needed for confidential communication.</p> <p>Although the flu vaccine is not required for school attendance or employment, it is highly encouraged for all students and staff to get the flu vaccine this school year</p>		<p>School Nurse</p>	<p>Contact tracing form</p> <p>American Academy of Pediatrics Guidelines  <a href="https://tinyurl.com/ybkfjx9m">https://tinyurl.com/ybkfjx9m</a></p>	
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## 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**

The [current guidance for Pennsylvanians](#) is for everyone over the age of two to wear a face covering when outside of their homes. Centennial School expects staff and students to wear face coverings when interacting with others in the same space. Face coverings can be removed when staff and students are eating and drinking while seated apart at their separate desks in the classroom.

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

#### **Higher Risk Students and Staff**

Higher risk staff or students will have the opportunity to self identify in order to receive any appropriate accommodations that are necessary and feasible. Students and their families have been asked to contact the program coordinator to indicate that they prefer distance learning opposed to face to face learning if they are feeling uncomfortable with attending physically in the building.

A process for regular check-ins with vulnerable staff and students will be established to continue assessing their needs and ways to support their learning and work.

#### **Substitute Teachers**

Centennial School utilizes a model of in-house coverage for teacher absences. Teachers will ensure that their lesson plans are written and accessible via shared google documents with their teams and support staff. Teachers and support staff will assist in covering the classes of their colleagues when necessary.

Each student at Centennial School is assigned a case manager. That person is responsible for communicating at least weekly with the caretakers of those students. Frequent communication will provide a framework for assisting families in identifying and

addressing their needs and the available resources that they have access to. Case managers will communicate with their students on a daily basis and monitor their daily performance. All concerns will be communicated to program coordinators and caretakers. The school counselor will assist in cases where outside resources may be necessary or helpful in providing supports to families outside of school.

### Staff Deployment and Social Emotional Wellness

All students will be assigned a case manager who monitors their progress and communicates with their families on a weekly basis. That communication consists of emails, hand written notes, phone conversations, and voicemails. A positive rapport is established between the case managing teacher and the student and family to provide opportunities for ongoing communication that addresses needs and concerns. Case managers will work directly with program coordinators, the director, and the school counselor to identify the necessary supports that will assist the student in managing school and challenges they may be facing in their personal lives. The school counselor may reach out to outside agencies to support students when permissions to share information are acquired. In the spring of 2020, Centennial School counseling staff developed a [website](#) for families to access a variety of resources to address social emotional wellness. Additionally, the [PA Mental Health and Well Being website](#) is another resource for families.

Regarding teachers' social emotional wellness, Lehigh University offers resources through the [Employee Assistance Program](#) to assist employees during a variety of difficult times. The Employee Assistance Program is managed by Integrated Behavioral Health and is available to eligible employees and any of their dependents who could benefit from their services.

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>	We will work with students or staff members on an individual basis to assess their needs and possible accommodations.	Same as Yellow	Program Coordinators School Director School Nurse	Information will be created and disseminated to staff on how to make requests to meet with program coordinators/school director to discuss needs.	Y

<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>All staff will wear masks on a daily basis. Some may wear shields in addition to the masks when working in close proximity to students.</p> <p>A cloth face covering will be provided to each staff member.</p>	<p>Same as Yellow</p>	<p>Program Coordinators School Director School Nurse</p>	<p>All staff members will receive one face covering from the school and paper masks will be available when needed.</p> <p>All staff members will participate in the “Returning to Work” training provided by Lehigh University prior to entering the building.</p>	<p>Y</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>All students will wear face coverings on a daily basis unless they have an excuse issued by a physician for health and medical reasons.</p> <p>A cloth face covering will be provided to each student.</p>	<p>Same as Yellow</p>	<p>Program Coordinators School Director School Nurse</p>	<p>All students will receive one face covering from the school and paper masks will be available when needed.</p> <p>A presentation will be created and shared with students on the importance of face coverings and the appropriate usage.</p>	<p>Y</p>

				<a href="#">Universal Face Coverings FAQ from PA Dept of Health</a>	
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Student case managers will communicate weekly with families. IEP meetings will be called to address changes in programming and health/medical accommodations. Case managers will communicate specific student plans with school teams.	Same as Yellow	Program Coordinators School Director School Nurse	Information will be created and disseminated to staff on how to make requests to meet with program coordinators/school director to discuss needs.	Y
<b>Strategic deployment of staff</b>	All students will be assigned a case managing teacher who will monitor their progress and communicate with their families on a weekly basis or more frequently when necessary. The case manager will involve the program coordinator, director, and school counselor when a student and family present with needs that require further supports and services. Case managers and program coordinators will communicate with LEAs to them with updates on their students and to provide an opportunity for accessing	Same as Yellow	Program Coordinators School Director	Information will be created and disseminated to staff on how to make requests to meet with program coordinators/school director to discuss needs.	Y

	supports that they may have to offer.				
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## 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
Signs and symptom identification (e.g., CDC guidelines)	All staff, parents, and students	Director Coordinators	Electronic, In-Person	Posters	August 11, 2020	September 2, 2020
Screening & check-in procedures	All staff	Director Coordinators	Electronic, In-Person		August 11, 2020	September 2, 2020
Social Distancing - Markers and adherence to 6' apart	All staff, students, and visitors	Director Coordinators	Electronic, In-Person	Posters	August 11, 2020	September 2, 2020

Personal hygiene (e.g., Handwashing)	All staff and students	School Nurse	Electronic, In-Person	Posters	June 1, 2020	September 2, 2020
General cleaning	All staff	Director Coordinators	Electronic, In-Person		August 11, 2020	September 2, 2020
Identifying and monitoring student mental health -e.g., signs of anxiety (mental health support)	All staff	Counselor Program Coordinators Director	In-Person		September 2, 2020	September 16, 2020
Face covering procedures	All staff, students, and visitors		Electronic, In-Person	Posters	August 11, 2020	September 2, 2020
Mandatory Return to work course / survey	All staff		Electronic Online Training	Quiz (Comprehension & accuracy)	August 3, 2020	August 25, 2020
Food Service - Safety guidelines (breakfast, lunch, snack)	Food service staff		In-Person		August 25, 2020	August 27, 2020
Bloodborne Pathogens include review of safe mask wearing and glove disposal.	All staff	Nurse	In-Person		August 27, 2020	August 27, 2020
Health and Safety Plan	All staff, students, parents, LEAs	Program Coordinators School Director	Electronic, In-Person	Documentation staff reviewed	August 11, 2020	August 11, 2020

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Educating Students and Families about COVID-19</b>	Students and parents	School Nurse Director Program Coordinators	Centennial webpage Signage in building	March 16, 2020	September 2, 2020
<b>Centennial screening procedures</b>	Staff, parents, students	School Nurse Director Program Coordinators	Centennial webpage Signage in building	August 3, 2020	
<b>Centennial face covering procedures</b>	Staff, parents, students	Director Program Coordinators	Centennial webpage Signage in building	August 3, 2020	
<b>Centennial Health &amp; Safety Plan</b>	Staff, parents, students, LEAs	Director	Centennial webpage Signage in building Remind app	August 3, 2020	

## Health and Safety Plan Summary: **Centennial School**

**Anticipated Launch Date: August 25, 2020**

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

**Facilities Cleaning, Sanitizing, Disinfecting and Ventilation**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>Building Readiness</b></p> <p>Centennial has a contracted cleaning service and two staff members performing cleaning and readying procedures throughout the summer. Their duties include but are not limited to the following prior to staff and student return:</p> <ul style="list-style-type: none"> <li>● Bathrooms are cleaned and disinfected daily.</li> <li>● Gym Floor will be dry mopped and wet mopped with disinfectant.</li> <li>● All rooms/Hall floors/Bathrooms/Reception Area will be cleaned/waxed/buffed after rooms have been emptied and disinfected.</li> <li>● All carpeted floors shampooed.</li> <li>● All surfaces including high touch areas (doorknobs, phones, lightswitches, microwaves, fridges, water fountain) will be cleaned and disinfected.</li> </ul> <p><b>Procuring Supplies</b></p> <p>Centennial obtained CDC approved Cleaning Solution BUCKEYE ECO E23 NEUTRAL DISINFECTANT through a local supplier, Northeast Janitorial. This is being used in spray</p>

bottles for surface areas as well as in buckets for floor cleaning. We have also installed Buckeyes Proportion/Dilution Control system to ensure accuracy. We have ample supply to last us throughout the year with the option to purchase more when necessary.

### **Cleaning and Sanitizing Protocols and Schedule**

Twice a day, bathrooms will be disinfected. In the bathrooms, this will entail cleaning urinals, toilets, stalls, all knobs, surfaces, mirrors, and floors. Classroom floors are swept nightly.

Additionally, on a daily basis high touch kitchen surfaces (e.g., microwaves, counters, fridges) and water bottle filling stations will be disinfected. Hallways will be cleaned daily also. Teachers will assist in cleaning and disinfecting their classroom space throughout the school day.

At the end of the school day, exterior doors will be opened and an industrial fan will be placed at two entrances to circulate old air out of the building and encourage new air to enter the building.

For the HVAC ventilation system, air filter changes will remain on the same schedule( excessive filter changes not necessary).

Teachers will be responsible for cleaning desk surfaces and high touch surfaces (e.g., classroom phones, whiteboard area/markers) in their individual classrooms at the end of each

	<p>day. All teachers will disinfect individual desks prior to any eating in the classroom. Secondary teachers will disinfect individual desks/learning spaces prior to changing student groupings and having new students enter the room. Teachers will be provided with cleaning materials (e.g., paper towels and disinfectant spray) and gloves to wear while cleaning.</p> <p><b>Stakeholder Training</b></p> <p>All staff members will complete the Lehigh University <i>Return to Work Course</i> and receive training on the Health and Safety Plan. All Centennial supervisors will also complete the Lehigh University <i>Supervisors COVID-19 Return to Work Training</i>. Cleaning and sanitizing training information is included in the Return to Work Course training. Staff members will share the certificate of completion with the Business Manager by electronically submitting through a Google Form. Cleaning protocols will be reviewed weekly at team and faculty meetings.</p> <p>Additionally, a Bloodborne Pathogens training will occur during the pre-service week. This training will include instruction on how to wear and take off a mask appropriately and how to clean and remove gloves safely.</p>
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**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
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- \* **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**

### **Classroom Organization**

Centennial staff will organize classrooms and strive for 6 feet of spacing between desks. More realistically in some rooms 3 feet of spacing will be achievable. Small group instruction tables will remain in the classrooms with the understanding that they will be used for student seating similar to a desk and to assist in spreading students out.

Currently, students eat lunch in their classrooms as the school does not have a cafeteria. Prior to and after lunch, teachers and students will sanitize their eating space.

### **Student Grouping**

Overall, the number of students enrolled at Centennial School is approximately 75-85 for ages 6-21. The nature of the program is to provide a smaller, more structured learning environment. Programmatically, there are three subgroups of students and teachers (i.e., Elementary Program, Middle School Program, High School Program). Within the three programs, students are grouped and follow an age appropriate schedule. For elementary, the three classrooms are self-contained with teachers and students interacting with each other throughout the school day. Middle and High School teachers and students are assigned to a homeroom and then follow a bell schedule and rotate between 3 and/or 5 classrooms a day. The average class size is approximately 8-10 students with 2-3 teachers.

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

**Other social distancing and safety practices**

Students in the middle school and high school program are grouped by their instructional level for the core subjects of reading, language arts, and math. The rationale for this grouping is to provide direct instruction at their targeted instructional level with the goal of monitoring progress closely and closing student's achievement gaps. While alternative solutions were considered to reduce contact between individuals, at this time Centennial School will continue with these mixed groupings to best meet the academic needs of the students. The overall small class size and quantity of teachers will allow for cleaning and social distancing throughout the day as a preventative measure.

**Communal Spaces**

**Library:** The library will have a limited amount of chairs with adequate spacing between chairs. Small groups of students will be permitted to visit the library at a time. Library tables will be cleaned multiple times per day. Students will use their own writing utensil to sign out books, if they do not have one, a teacher will sign the book out for them using their own writing utensil. Students will be limited to signing out one book at a time and will need to return that book prior to signing out another. All books will be sanitized via wipes prior to returning to the shelves.

**Gym:** Small group activities will be planned for all gym classes that consist of exercises that limit

contact with others. In larger gym classes, the class will be broken down into smaller groups. Classes will utilize multiple areas (e.g., outside, gym, weight room, classroom) to ensure social distancing and ventilation. All used gym equipment will be sanitized immediately after the class ends. A hand sanitizer station will be located in the gym for students to use upon entry and exit of the gym. Floor markers will be located in various areas of the gym for students to use when receiving whole group instruction and directions. As weather permits, gym class will be held outside as much as possible. Face coverings may be removed if students are outside and engaging in activities that are six feet apart.

**Parent Corner:** Teachers will reserve the Parent Corner space by signing out on the paper calendars in the Copier Room. Teachers will disinfect the seating and tables in the Parent Corner after use.

**Conference Rooms:** Teachers will reserve the Conference Rooms by signing out on the paper calendars in the Copier Room. Room use will be at a reduced capacity meeting social distancing guidelines. Signs identifying maximum capacity will be posted internally.

**Kitchen:** Handwashing signs will be posted in multiple areas in the kitchen. A hand washing only sink is available for use. Staff will be able to access the coffee materials. Single wrapped sporks are

available for lunch. Staff will distribute utensils and condiments to students at the breakfast area. The microwave surfaces and refrigerator handles will be cleaned daily. Room use will be at a reduced capacity meeting social distancing guidelines. Signs identifying maximum capacity will be posted internally. To increase room capacity, kitchen stools will be removed. The kitchen will not be open for bus drivers to congregate and drink coffee.

### **Outdoor Space**

Centennial School uses a small playground and side yard space on a regular basis for recess, study hall break, and gym classes. For the picnic tables, reduced capacity will be permitted. Playground equipment (e.g., slide, swings) will be sanitized regularly. Hand sanitizer or hand washing will be required before and after outdoor times.

### **Hygiene Routines**

Upon arrival to school, students will be directed to put their items in their classroom and then go to the bathroom to wash their hands. Hand sanitizer will be available in the classroom and in larger common areas like the front office, gym and library space. Hand washing will be required after each trip to the restroom. Individuals will be required to sanitize or wash their hands prior to, and after, eating meals or snacks. The floor will have markers outside of the bathrooms to assist students and teachers in maintaining the appropriate distance. During designated handwashing

times, bathroom doors will be propped open to avoid frequent touching.

During mealtime in the classroom, student sharing of food and utensils will be prohibited.

Daily reminders of good hygiene practices will be included in the student morning announcements, homeroom meetings, and review of behavioral expectations.

### **Transportation**

Students will be dropped off at the back gym door upon arrival. Buses line up and pull up to the door to allow students off. As a result, student entry is staggered per bus. Once students enter the building, their bus will pull away and provide the space for the next bus. For dismissal, buses will be called and students will wait in their classrooms until they hear their bus. Floor markers will be located near the bus exit door to assist students in waiting at an appropriate distance.

### **Visitor and Volunteer Policies**

While in the Yellow and/or Green Phase, non-essential visitors and volunteers will be limited. Outside visitors, including parents, must submit a written or verbal request to visit the building ahead of time. As part of the request, all visitors will be required to complete a phone health screening upon arrival. For emergency visits, the guest will be directed to call the school phone and complete a phone

health screening. For student pick ups, a parent/guardian will need to present their identification and a staff member will escort the child out of the building for curbside pick-up. The parent pick up will be recorded by the front office.

Centennial School typically hosts a variety of outside visitors such as graduate students and undergraduate students who are in need of classroom observations and fieldwork placements. The administrative team will review visitor and volunteer requests and determine what is feasible in a socially distanced environment. Priority will be given to those nearing the end of their degree (e.g., student teachers, practicum students). Prior to beginning a classroom experience, the visitor will need to read the Health and Safety Plan and agree to abide by all requirements stated within. Each visitor or volunteer will need to complete a symptom screening prior to arriving at Centennial daily. A face covering is required for all visitors and volunteers. If needed, a protective face covering will be provided.

Outside visitors, such as bus drivers, who previously entered the school to use the restroom and congregate in the kitchen, are considered as non-essential visitors. The building will not be open for bathroom use to non-essential visitors.

Other school based professionals (e.g., occupational therapists, physical therapists, school psychologists) providing services at the school will need to read the Health

and Safety Plan and agree to abide by all requirements stated within. Each provider will need to work with a program coordinator to sign out a designated space. Cleaning supplies will be provided to the school based professional to sanitize the space used.

For meetings with guests outside of Centennial, it is recommended to continue to host virtual meetings. If hosting an in-person meeting, staff will follow conference room guidelines for social distancing.

### **Age Differences**

At this time, there are no procedural differences between the students who are ages 6 - 21 in the building.

### **Training**

All Centennial School employees must complete the *Return to Work Course* virtual training provided by Human Resources prior to returning to the building. A certification with each staff member's name will be submitted for their personnel file. All Centennial supervisors will also complete the Lehigh University *Supervisors COVID-19 Return to Work Training*.

A training on the Health and Safety Plan will occur for all staff members during the preservice week prior to students returning to school.

	<p>Student training through a prepared slideshow will occur on the first day of school. The slides will be created by program coordinators and teachers will be trained on the content of the slides and how to deliver material to the students. Content will consist of the new procedures and rationale of why they were created and what their purpose is.</p> <p>Parents/guardians will be trained on health and safety protocols and procedures to ensure that consistent and ongoing implementation of the plan is followed. Specifically, a written handout and/or video on the daily screening procedure to employ at home will be provided and sent by Remind to Centennial families. A similar <a href="#">daily home screening checklist</a> will be provided to parents/guardians.</p>
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**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
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**\* 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**

### **Monitoring Staff, Students, and Others**

Centennial will adhere to the Pennsylvania Department of Health guidance regarding signs and symptoms of COVID-19. The most common signs and symptoms include the following: fever greater than 100.3 degrees, cough, shortness of breath, headaches, body aches, fatigue, loss/altered sense of taste or smell, nausea, diarrhea, and runny nose/congestion. Staff members will self-report monitoring results each day prior to reporting to work through the HawkWatch app through Lehigh University. including student teachers and outside professionals. A checklist similar to the [student checklist](#) will be provided to staff members to reference at home and [symptom posters](#) will be posted outside of entry doors.

Families will be educated on the signs and symptoms of COVID-19 in order to monitor students prior to sending them to school. Staff members will conduct temperature checks of students as they enter the school day. Touchless thermometers will be used for screening. If a temperature is over 100.3, additional assessment of symptoms will occur in the nurse's office. At this time, awards such as Perfect Attendance will not be given out to assist in encouraging students to stay home if ill.

Teachers will display screening questions of the signs and symptoms of COVID-19 in each homeroom and ask students to self-assess during arrival time. Students will be directed to go to the nurse immediately if feeling symptomatic.

For outside guests and visitors, they will be presented with screening questions and temperatures will be checked.

### **Quarantine and Isolation**

Employees and students that become symptomatic in school will be quarantined in the nurse's office, assessed immediately and possibly sent home from school for further evaluation. A student's COVID-like symptoms will only be acknowledged as attributed to a pre-existing condition if a doctor's note or medical documentation has been submitted beforehand.

First, the student or teacher should leave the classroom immediately, put on a mask, and report to the nurse's office. The nurse should fully assess the student/staff member, including a temperature check and questions about any pre-existing conditions that may explain the symptoms. As the situation warrants, the nurse should contact a parent/guardian to arrange for transportation from school. While the student waits for transportation to leave school, they will wait in a designated area (i.e., Room 23 across from Nurse's office) and be monitored by a staff member outside of the room. Emergency phone contacts must be up to date for students. A symptomatic student must be picked up within two hour and will not be sent home on the bus.

Staff and students with elevated temperatures should likely leave the building regardless of cause. The student or

	<p>teacher’s desk area should be sanitized prior to further usage. The student or teacher would then need to either get a COVID-19 test or medical clearance to return to school.</p>
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**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 and students</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p><b>Face Coverings</b></p> <p>The <a href="#">current guidance for Pennsylvanians</a> is for everyone over the age of two to wear a face covering when outside of their homes. Centennial School expects staff and students to wear face coverings when interacting with others in the same space. Face coverings can be removed when staff and students are eating and drinking while seated apart at their separate desks in the classroom.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student’s health care provider, school nurse, and IEP/504 team.</p> <p><b>Higher Risk Students and Staff</b></p> <p>Higher risk staff or students will have the opportunity to self identify in order to receive any appropriate accommodations that are necessary and feasible. Students and their families have been asked to contact the program coordinator to</p>

indicate that they prefer distance learning opposed to face to face learning if they are feeling uncomfortable with attending physically in the building.

A process for regular check-ins with vulnerable staff and students will be established to continue assessing their needs and ways to support their learning and work.

### **Substitute Teachers**

Centennial School utilizes a model of in-house coverage for teacher absences. Teachers will ensure that their lesson plans are written and accessible via shared google documents with their teams and support staff. Teachers and support staff will assist in covering the classes of their colleagues when necessary.

Each student at Centennial School is assigned a case manager. That person is responsible for communicating at least weekly with the caretakers of those students. Frequent communication will provide a framework for assisting families in identifying and addressing their needs and the available resources that they have access to. Case managers will communicate with their students on a daily basis and monitor their daily performance. All concerns will be communicated to program coordinators and caretakers. The school counselor will assist in cases where outside resources may be necessary or helpful in providing supports to families outside of school.

### **Staff Deployment and Social Emotional Wellness**

All students will be assigned a case manager who monitors their progress and communicates with their families on a weekly basis. That communication consists of emails, hand written notes, phone conversations, and voicemails. A positive rapport is established between the case managing teacher and the student and family to provide opportunities for ongoing communication that addresses needs and concerns. Case managers will work directly with program coordinators, the director, and the school counselor to identify the necessary supports that will assist the student in managing school and challenges they may be facing in their personal lives. The school counselor may reach out to outside agencies to support students when permissions to share information are acquired. In the spring of 2020, Centennial School counseling staff developed a [website](#) for families to access a variety of resources to address social emotional wellness. Additionally, the [PA Mental Health and Well Being website](#) is another resource for families.

Regarding teachers' social emotional wellness, Lehigh University offers resources through the [Employee Assistance Program](#) to assist employees during a variety of difficult times. The Employee Assistance Program is managed by Integrated Behavioral Health and is available to eligible employees and any of their dependents who could benefit from their services.

## Health and Safety Plan Governing Body Affirmation Statement

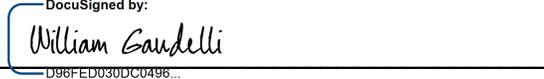
The Board of Directors/Trustees for **Centennial School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**. 8/13/2020

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)** 8/13/2020

By:  DocuSigned by:  
D98FED030DC0496...

*(Signature\* of Board President)*

William Gaudelli

*(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.