SGCS Phased School Reopening Health and Safety Plan

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

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

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

Health and Safety Plan: Seven Generations Charter School

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

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

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

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
  - Increasing number of classrooms.
  - Decreasing student teacher ratio by utilizing all certified teachers.
  - Implementing static groupings of students and teachers.
  - Student movement limited to designated classroom space and outdoor learning spaces.
  - Lunch will take place in the classroom.
  - Suspend large group gatherings and activities.
  - Limit non-essential visitors from participating in school activities and entering the building.
  - Daily health checks for symptoms.
  - Confidential reporting mechanism for families to communicate to school regarding COVID exposure.
  - Staff will wear appropriate personal protective equipment.
  - Increased daily cleaning and sanitization of the campus.
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - Parent End of the Year Survey-Seeking feedback on 2019-2020 virtual education
  - Community Surveys seeking feedback on 20-21 reopening and resources.
  - Creation and implementation of a COVID Re-entry Committee, comprised of teachers and administrators
  - Regular faculty meetings and Board of Trustees meetings.
  - Collaboration of Board of Trustees and Seven Generations Leadership Team (Administration)
- How will you communicate your plan to your local community?
  - Ongoing updates to parents regarding the latest CDC and PDE COVID mandates and updates
  - Parent and community Constant Contact (e-mail) throughout the summer
  - In July, the Leadership Team plans to present the Phased School Reopening Health and Safety Plan to the Board of Trustees and community.
  - Posting of reopening plan on website.

- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

  - Guidance/mandates from PDE and/or PA Governor
  - Significant outbreak at the local level (county)
  - If case is identified within the school population:
    - 1. Notify local health officials (Lehigh County Health Department)
    - 2. Notify PA Dept of Health
    - 3. Temporary closure of school campus for 2-5 days per CDC guidelines.
      - Communicate to staff, community members, and students.
      - Maintain confidentiality.
      - Students and staff move forward with a 100% e-learning model.
    - 4. Clean and disinfect campus.
    - 5. Follow guidance from the Dept. of Health for any continued closure or reopening of the school.

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- ❏ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ❏ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ✓ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- ❏ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 24, 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)
Amanda Cossman	Administrator	Both
Jen Hersh	Administrator	Both
Kelly Paxton	Administrator	Both

Nicole Rowe	Counselor	Both
Liz Hardy	Nurse	Both
Sandra Suero	Executive Assistant, Support Staff	Both
Jeff Frick	Facilities Coordinator	Both
Alexa Brennan	Regular Education Teacher, 1st	Health and Safety Plan Development
Angela Waldraff	Regular Education Teacher, 1st	Health and Safety Plan Development
Johanna Roche	Regular Education Teacher, Specialist K-5	Health and Safety Plan Development
Kelly Baughman	Regular Education Teacher, K	Health and Safety Plan Development
Mandy Suro	Regular Education Teacher, 5th	Health and Safety Plan Development
Melissa Dimotsis	Special Education Teacher	Health and Safety Plan Development
Tatiana Galota	Regular Education Teacher, 2nd	Health and Safety Plan Development
Amanda Brady	Regular Education Teacher, 5th	Health and Safety Plan Development
Carolan Gehret	Reading Specialist, Title I K-3	Health and Safety Plan Development
Lehigh County Dept of Health	Local Health Organization	Used by nurse on a consultative basis

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:

In order to ensure the building is cleaned and ready to safely welcome staff and students, building will be cleaned and sanitized daily by contracted cleaning company, daily disinfectant fogging systems will be utilized, ongoing daily spot cleaning of high traffic/touch areas, and ongoing training and monitoring of cleaning and sanitizing procedures.

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
  - In May and June, SGCS contracted cleaning company deep cleaned the school campus. This included stripping floors, wiping down all hard surfaces with the virucide cleaning agent. In addition, all rugs were removed, and the building was shut down once sanitized.
  - Beginning July 13th, SGCS contracted cleaning company will begin a nightly sanitizing routine. This includes:
    - Regular cleaning of each space.
    - Wiping down all hard surfaces with the virucide cleaning agent.
    - Cleaning all surfaces in the bathrooms with disinfectant grade cleaning products.
    - Wiping any spots on floors with the virucide cleaning agent.
    - Nightly sanitization which will disinfect all surfaces through the use of disinfectant fogging systems.
- How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?
  - School has contracted with Executive Cleaning Services for the 20-21 school year.

- Executive Cleaning Services has allocated a year's supply of disinfectant grade cleaning products and well as the virucide cleaning supplies in their warehouses to our school campus.
  - Executive Cleaning Services has acquired two fogging machines that will be allocated to SGCS for the 20-21 school year. In addition, SGCS is acquiring an additional disinfectant fogging system with our PCCD grant funds.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
  - Nightly cleaning procedures include:
    - Regular vacuuming and spot mopping of each used space.
    - Wiping down all hard surfaces with the virucide disinfectant.
    - Nightly campus-wide sanitization fog which will disinfect all surfaces using the Ryobi Fogger.
    - Nightly moping and wiping down of bathroom surfaces using the disinfectant grade cleaning products.
  - During the day
    - Staff will wipe down tables, chairs, doorknobs, and phones using disinfectant wipes
    - Opening of doors and windows as appropriate.
    - Increased use of outdoor learning spaces for students.
- What protocols will you put in place to clean and disinfect throughout an individual school day?
  - **Prior to students and staff arrival:**
    - Wiping down all hard surfaces with the virucide disinfectant.
    - Nightly campus-wide sanitization fog which will disinfect all surfaces.
    - Nightly spot mopping and wiping down of bathroom surfaces using the disinfectant grade cleaning products.
  - **During the day:**
    - Staff will wipe down tables, chairs, doorknobs, and phones using disinfectant wipes.
  - **In the evening:**
    - Regular cleaning of each space.
    - Wiping down all hard surfaces with the virucide cleaning agent.
    - Cleaning all surfaces in the bathrooms with disinfectant grade cleaning products.
    - Wiping any spots on floors with the virucide cleaning agent.
    - Nightly sanitization fog which will disinfect all surfaces.

- 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?

  - Penn Valley Chemical has trained the Executive Cleaning Service Crew. They trained the staff on nightly sanitization procedures. In addition, the Executive Cleaning Service staff was trained on the utilization of the Ryobi fogging equipment.

  - SGCS maintenance staff will be trained at the end of June by the Executive Cleaning Service company. They will review how to sanitize and how to use the fogging equipment.

  - SGCS has taken steps to procure two Halosil systems and SGCS staff will be trained on system usage in summer 2020.

  - The school nurse will conduct a professional development during our August staff training. She will focus on proper hygiene, including handwashing, proper use of face masks, and social distancing protocols. In addition, she will train the staff on how to sanitize high touch surfaces such as desks, chairs, and doorknobs throughout the day.

  - The measure to evaluate these procedures will be a daily sanitizing log to be maintained to track cleaning. The school's head of maintenance will be in charge of ensuring that the logs are maintained daily.

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.,	**Prior to students and staff arrival:** -Wiping down all hard surfaces with the virucide disinfectant.	Same As Yellow Phase	Facilities Coordinator	- Disinfectant grade cleaning products - Fogger Systems - Virucide cleaning products	Yes

| restrooms, drinking fountains, hallways, and transportation) | -Nightly campus-wide sanitization fog which will disinfect all surfaces.

-Nightly moping and wiping of bathroom surfaces using disinfectant grade cleaning products.

During the day:
-Staff will wipe down high touch surfaces such as tables, chairs, doorknobs, and phones using disinfectant wipes

In the evening:
-Wiping down all hard surfaces with the virucide cleaning agent.

-Cleaning hard surfaces in the bathrooms with disinfectant grade cleaning products.

-Nightly sanitization fog which will disinfect all surfaces using the fogger systems | | | ● Individual water bottle fillers | |

	- All water fountains changed from communal drinking to individual water bottle fillers.				
Other cleaning, sanitizing, disinfecting, and ventilation practices	-Sanitation logs to ensure daily sanitizing is occurring	Same as Yellow	Facilities Coordinator	*Cleaning logs	Yes

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:

In order to mitigate spread, SGCS has created procedures, policies, strategies, and training on social distancing in campus environments (e.g. classrooms and outdoor learning areas and in transportation), on hygiene practices, limiting non-essential visitors on campus, and ongoing sanitization practices.

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**	-Increased number of classroom spaces with decreased numbers of students in each space. - Staff to student ratio is decreased and static groups utilized. -Student furniture is spaced to allow for 6 feet of separation in classrooms. -No less than 3 feet of social distancing when moving outside of classrooms (hallways, bathroom, outside learning spaces) by staff and teachers. -*WHO Guidance:* https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public	Same as Yellow Phase	Curriculum Director	-Use of all school spaces for social distancing. -Student furniture to ensure safe spacing for all classes.	Yes
* **Restricting the use of cafeterias and other**	-Students will eat lunch in their classrooms and sanitize hands before and after eating.	Same as Yellow Phase	Curriculum Director	Sanitizing products	Yes

congregate settings, and serving meals in alternate settings such as classrooms	-Suspension of large group gatherings and activities.				
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	-Frequent use of hand sanitizer, as needed, and frequent hand washing.	Same as Yellow Phase	School Nurse	Hygiene and sanitizing products in all classroom and shared spaces.	Yes
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	-Ensure signs are highly visible in school entrances, bathrooms, hallways, and classrooms.	Same as Yellow Phase	Curriculum Director	Hygiene and social distancing signage	No
* Identifying and restricting non-essential visitors and volunteers	-Restrict non-essential visitors and volunteers from entering the buildings. -Essential visitors must follow sign in (for tracing purposes if needed) and screening processes, and wear PPE while on campus.	Same as Yellow Phase	Executive Assistant	-School will provide PPE. -Sign in Logs	Yes
* Handling sporting activities for recess and physical	-Recess and PE equipment is designated and limited to one grade level's use.	Same as Yellow Phase	Facilities Coordinator	Disinfectant spray	Yes

education classes consistent with the CDC Considerations for Youth Sports	-Social distancing will be encouraged as appropriate. - Each grade level will have its own designated recess equipment cart. All balls, hoops, and cones will be color coded and will be for that grade level use only.				
Limiting the sharing of materials among students	-Each student has their own learning supplies kit.	Same as Yellow Phase	Curriculum Director	Student provided school supplies kit	Yes
Staggering the use of communal spaces and hallways	-Students will wear face covering except when: -Eating or drinking when spaced at least 6 feet apart -Seated at desks or assigned work spaces at least 6 feet apart -Engaged in any activity at least 6 feet apart	Same as Yellow Phase	Curriculum Director	Social distancing signage.	
Adjusting transportation schedules and practices to create social distance between students	-Student lessons designed to teach safety measures of social distancing while using transportation.	Same as Yellow Phase	Principal	locally designed student lessons	Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions	-Increase the number of classrooms. -Decrease student and teacher ratio.	Same as Yellow Phase	Curriculum Director	Student furniture configurations	No

between groups of students	-Student movement limited to designated classroom and outdoor learning spaces. -Student seating is configured so that all students are facing a similar direction. -Student seating is spaced to promote social distancing and students have assigned seats.				
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	-Communicate and recommend child care provider follow current CDC guidelines.	Same as Yellow Phase	Principal	N/A	N/A
Other social distancing and safety practices	-Restricting field trips to virtual field trips only -Suspend all after school activities.	-Recommend conducting field trips and community-based instruction, following the social distancing and hygiene practices described throughout this guidance, including increased use of face masks, hand washing and social distancing -Recommend limiting all after school activities to those that can use social distancing in school small group "clubs".	Curriculum Director	Field trip determination review	Yes

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 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:

Daily processes of temperature and symptom checks for students and staff, following isolation protocols for suspected cases, communications with local health agencies regarding suspected cases, and decisions regarding school closure, on the guidance of

local health agencies, and communication of this information to the school community.

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**	-Recommend educating 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. -Encourage staff and students to stay home if sick or showing symptoms. -Frequent reminders to families to keep students at home if sick or showing any symptoms. -Recommend having the nurse or designated school employee evaluate any individual who presents with symptoms. -Utilize locally developed student lessons to teach about symptoms. -Recommend taking the temperature for only those individuals who present with symptoms.	Same as Yellow Phase	School Nurse	-educational materials and communications for families and staff. -locally developed student lessons.	Yes
* **Isolating or quarantining**	-Proper PPE will be provided for nurse, students, or staff who are	Same as Yellow Phase	School Nurse	PPE	Yes

students, staff, or visitors if they become sick or demonstrate a history of exposure	symptomatic until they exit the building. -An isolation room will be established for any student who demonstrates symptoms. The room will have an alternative entrance, be well ventilated, and will be easy to disinfect. -Symptomatic individual will remain in an isolation room until dismissed from campus and use an alternate exit. -Lehigh County Health Dept will be notified of any positive COVID 19 tests. -Recommend requiring an individual be sent home with symptoms to be tested or provide medical clearance prior to returning to school.				
* Returning isolated or quarantined staff, students, or visitors to school	-Medical clearance documentation required by a medical professional before returning to school. -The Lehigh County Health Department will support the school by determining the length of time an individual should be removed from school and when clearance should be provided for a full or	Same as Yellow Phase	School Nurse		No

	modified return. -The Lehigh County Health Department will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	-Constant Contact email will be used for the main communication tool for both families and staff. -Lehigh County Health Dept will be notified of any suspected or positive cases. -School will follow guidance of the Health Dept regarding any necessary closures.	Same as Yellow Phase	Principal	Constant Contact email system	No
Other monitoring and screening practices	-Lehigh County Health Dept will provide direction specific to contact tracing and any mandated quarantines in the event of a confirmed case. -Strict confidentiality with suspected or confirmed case will be maintained.	Same as Yellow Phase	School Nurse		No

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:

SGCS has created protocols for staff regarding PPE, social distancing practices during instruction, and procedures for student specific health needs.SGCS will first utilize in house substitutes in the event of staff illness and thereafter utilize contracted substitute agencies. Substitute teachers will be trained on current COVID19 policies, practices, and procedures and follow all SGCS health and safety plans.

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 identified as higher risk will have a student specific plan that facilitates his/her safe return to school. -Staff will wear either a face shield or mask when interacting with any student or staff member. -Parents of students with health related 504 plans or IEPs will be contacted by the school.	Same as Yellow Phase	School Counselor	PPE	Yes

* Use of face coverings (masks or face shields) by all staff	-Staff will wear either a face shield or mask when interacting with any student or staff member. -Staff will possess a mask or face shield at all times.	Same as Yellow Phase	School Nurse	face masks or face shield	Yes
* Use of face coverings (masks or face shields) by older students (as appropriate)	-Students will wear face covering except when: -Eating or drinking when spaced at least 6 feet apart -Seated at desks or assigned work spaces at least 6 feet apart -Engaged in any activity at least 6 feet apart	Same as Yellow Phase	School Nurse	face masks	N/A
Unique safety protocols for students with complex needs or other vulnerable individuals	-Students identified as higher risk will have a student specific plan that facilitates his/her safe return to school. -Families will provide the school medical form for a student with complex needs to be completed by the appropriate physician as indicated.	Same as Yellow Phase	School Nurse	Student with Complex Health Needs Form	No
Strategic deployment of staff	Not applicable for our school size.				

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
Hand Hygiene	staff, students	Led by Nurse and supported by staff	face to face sessions; Weekly health tip reminders in communications to staff and families.	videos, supporting documents, practice lessons	August 2020	ongoing
Education on Symptoms of COVID-19	staff, students	Led by Nurse and supported by staff	face to face sessions; Weekly health tip reminders in communications to staff and families.	videos, supporting documents	August 2020	ongoing

Social Distancing Practices in various situations (e.g. classroom/learning spaces, hallway, bus)	staff, students	Led by Nurse and supported by staff	face to face sessions; Weekly health tip reminders in communications to staff and families.	videos, supporting documents, practice lessons	August 2020	ongoing
PPE	staff	Nurse	face to face demonstration lesson	demonstration lesson	August 2020	ongoing
Cleaning, Sanitizing, Disinfecting Processes	staff	Led by contracted cleaning service and SGCS maintenance and nursing staff	face to face demonstration lesson	videos, supporting documents, practice lessons	August 2020	ongoing

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
Reopening Model for SY 20-21	community	Principal	constant contact email, school website	July 2020	ongoing
Weekly COVID19 communication section in school newsletter	community	Executive Assistant	constant contact email	July 2020	ongoing
Ongoing Communication for Identified Cases and local decision making	nurse, Lehigh County Health Department	School Nurse	email and phone	Aug 2020	ongoing
PDE School Reopening Health and Safety Plan	community	Principal	constant contact email and school website	July 2020	ongoing

Health and Safety Plan Summary: Seven Generations Charter School

Anticipated Launch Date: July 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
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	In order to ensure the building is cleaned and ready to safely welcome staff and students, building will be cleaned and sanitized daily by contracted cleaning company, daily disinfectant fogging systems will be utilized, ongoing daily spot cleaning of high traffic/touch areas, and ongoing training and monitoring of cleaning and sanitizing procedures.

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**	In order to mitigate spread, SGCS has created procedures, policies, strategies, and training on social distancing in campus environments (e.g. classrooms and outdoor learning areas and in transportation), on hygiene practices, limiting non-essential visitors on campus, and ongoing sanitization practices.

Requirement(s)	Strategies, Policies and Procedures
* 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	

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**	Daily ongoing symptom checks for students and staff, following isolation protocols for suspected cases, communications with local health agencies regarding suspected cases, and decisions regarding school closure, on the guidance of local health agencies, and communication of this information to the school community.

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 students (as appropriate)** **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	SGCS has created protocols for staff regarding PPE, social distancing practices during instruction, and procedures for student specific health needs.SGCS will first utilize in house substitutes in the event of staff illness and thereafter utilize contracted substitute agencies. Substitute teachers will be trained on current COVID19 policies, practices, and procedures and follow all SGCS health and safety plans.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Seven Generations Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 7, 2020.**
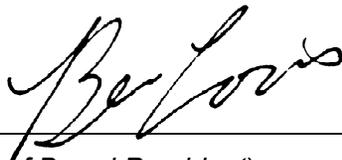
The plan was approved by a vote of:

___4___ **Yes**

___0___ **No**

Affirmed on: **July 7, 2020**

By:

_____
(*Signature* of Board President*)

Ben Loomis

_____
(*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.