

SHREWSBURY CHRISTIAN ACADEMY



Reopening

Health and Safety Plan

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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: Shrewsbury Christian Academy

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. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

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

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

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

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

- Total reopen for all students and staff.
- 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): September 8, 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)
Robin Cornett	Teaching Staff	Pandemic Coordinator- Both
TBD	Teaching Staff	Parent Liaison- Both
TBD	Office Staff	Student Logistics- Both
TBD	Administrator	Oversight and Management- Both

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?

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

Summary of Responses to Key Questions: The staff has been trained in best practices and methods to maintain cleanliness, sanitation, disinfection and ventilation protocols/procedures including the use of the CDC and State guidelines to maintain safety for our students and staff. The School has ordered supplies meeting specified requirements necessary to implement cleaning, sanitation, and disinfection protocols. The School's cleaning and safety standards will be monitored on a daily basis by the Pandemic Coordinator. Training topics are addressed in the professional development section of the plan.

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Increase outdoor air in classrooms and common areas from only occupied hours to 24/7 operation when possible and conditions such as humidity and/or temperature allow.</p> <p>Clean and disinfect frequently touched surfaces (door handles, handrails, light switches, desk tops).</p> <p>Restrooms will be cleaned and disinfected throughout the day.</p> <p>Staff will disinfect offices at the end of the day.</p> <p>Staff will clean and disinfect dining areas and seating before, during, and after lunch shifts.</p> <p>Classrooms and hallways will be cleaned and disinfected at the end of the day.</p> <p>Limit the use of drinking fountains.</p> <p>Installing electronic air purifying system in HVAC.</p> <p>Clean, sanitize and disinfect rooms on a daily basis.</p>	<p>Same as Yellow phase</p>	<p>Robin Cornett</p>	<p>Cleaning Supplies as needed</p>	<p>Y</p>

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: Social distancing in classrooms, common areas and throughout the building will strive to maintain 3 to 6 feet, when feasible. The number of students will be limited within the classroom and large group areas such as the cafeteria/auditorium to accommodate social distancing recommendations, when feasible. Students and staff will be encouraged to practice proper hygiene with regular hand washing/hand sanitizer use. Recess and physical education classes will follow CDC social distancing guidelines and limit the sharing of equipment.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level.</p> <p>Staff will develop and implement classroom procedures for social distancing to the greatest extent possible such as, but not limited to turning desks the same direction, students only sitting on one side of the table, and seating that is arranged in a “U” shape.</p> <p>Limit the number of individuals in a classroom or other spaces.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</p>	<p>Same as yellow</p>	<p>Robin Cornett</p>	<p>CDC Guidelines</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students will be encouraged to use hand sanitizer and/or wash hands, provided at stations within the cafeterias and/or classrooms prior to and after consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the office.</p> <p>Cleaning in student dining areas and cafeteria serving areas will be enhanced in an effort to mitigate the spread of COVID-19.</p>	<p>Same as Yellow phase</p>	<p>Robin Cornett Administator Office Staff</p>	<p>Signage</p> <p>Hand sanitizer stations</p>	<p>Y</p>

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Trainings will be conducted during staff in-service meetings on procedures and protocols on efforts to maintain social distancing recommendations, sanitation and hygiene.</p> <p>To the greatest extent possible, ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after eating, and after blowing your nose, coughing, or sneezing. If soap and water are not available use an alcohol-based hand sanitizer that contains at least 60% alcohol.</p> <p>Posting CDC handwashing resources that include health promotion materials, information on proper handwashing techniques, and tips for families to help children develop good hand washing habits.</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.</p> <p>To the extent possible, clean high frequency touch points throughout the day (between classes and as needed).</p>	<p>Same as Yellow phase</p>	<p>Robin Cornett Administrator</p>	<p>Hand soap Alcohol based sanitizer</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Post CDC “Germs Are Everywhere” and “Wash Your Hands” Posters in the School Cafeterias and Restrooms and other high traffic areas.</p> <p>CDC Germs are Everywhere</p> <p>CDC Wash Your Hands</p> <p>Translated Posters</p>	<p>Same as Yellow phase</p>	<p>Robin Cornett</p>	<p>Presentation materials</p> <p>CDC print resources</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Limit non-essential visitors and volunteers.</p> <p>Limit activities that involve other groups.</p> <p>Communicate with potential visitors to discourage in-person or contact visits in the interest of their own/family members' health.</p> <p>Perform verbal screening (for COVID-19 symptoms and close contact with cases) for all visitors and volunteers on entry.</p> <p>If possible, inform potential visitors and volunteers before they travel to the school that they should expect to be screened for COVID-19 and will be unable to enter the school if they do not clear the screening process or if they decline screening.</p> <p>Exclude visitors and volunteers who do not clear the screening process or who decline screening.</p> <p>Office staff will maintain a log of all Visitors.</p>	<p>Same as Yellow phase</p>	<p>Office staff Administrator</p>	<p>Hand sanitizer Facemasks Gloves Disinfectants CDC print resources</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Select and provide safe opportunities for recess, exercise and sports events for students.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Physical proximity of students/athletes • Limiting amount of touching of shared equipment • Ability to engage in social distancing while not engaged in active play • Engagement of students/athletes at higher risk • Size of team <p>Sports and Extracurricular activities will adhere to CDC Considerations for Youth Sports, Governor Wolf's Guidance for all Sports to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees, Athletes, and the Public, and PDE Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools to the greatest extent possible.</p> <p>Recess will be limited to one group of students at a time, access to playground structures may be restricted, and recess equipment (e.g., basketballs, jump ropes, etc.) will be utilized by a single cohort and disinfected daily.</p>	<p>Same as Yellow phase</p>	<p>All teachers and staff</p>	<p>Masks Disinfecting wipes Hand sanitizer</p> <p>Athletic Plan</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Limiting the sharing of materials among students</p>	<p>The School will obtain additional resources and supplies to limit student sharing of materials such as art supplies, math manipulatives, science equipment, etc. when feasible. Supplies and equipment that are shared will be limited in their use and assigned to specific groups with additional cleaning and students disinfecting between uses.</p> <p>PPE will be utilized as needed in science and tech labs and hands-on learning activities.</p> <p>Sanitizing protocols for shared items and utilize personal handwashing/hand sanitizer before and after.</p> <p>Keep each student's belongings separated from others' and/or in individually labeled containers, cubbies, lockers or other areas.</p>	<p>Same as Yellow phase</p>	<p>Robin Cornett Teachers and staff</p>	<p>Individual crayons, pencils, scissors, notebooks, folders</p> <p>Existing 1:1 technology</p> <p>Hand sanitizer Disinfecting spray PPE as necessary</p> <p>Additional materials needed to mitigate cross-contamination</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Staggering the use of communal spaces and hallways</p>	<p>Separate students within common areas.</p> <ul style="list-style-type: none"> • Arrival • Dismissal Lines • Lunch <p>Face coverings are required at all times with these exceptions: when students and staff are eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.) or if unable to wear a face covering due to medical condition(s).</p> <p>Pursue virtual group events, gatherings, or meetings, if possible, and/or promote social distancing of at least 6 feet between people if events are held.</p> <p>Establish markings on the floor to identify a safe distance when standing in line.</p>	<p>Same as Yellow phase</p>	<p>Robin Cornett Administrator Office Staff</p>	<p>Marking tape</p>	<p>Yes</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>Classrooms/Common Spaces In areas with non-fixed seating, remove desks striving for 6 feet of separation and to limit crowd congregation. In areas with fixed seating, skip rows and seats to maintain social distancing. Mark or post signs on acceptable seating, and/or tape off unacceptable seating.</p>	Same as Yellow phase	Robin Cornett	N/A	Yes

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>Adjusting transportation schedules and practices to create social distance between students</p>	<p>The majority of SCA's students are dropped off by parents during carline. Staff and student volunteers will maintain appropriate social distance at all times. During drop off, students from one family at a time will be escorted from the car to the school. During pickup, only one family at a time will be accommodated. When possible, students will remain socially distanced in classrooms rather than queued in the lobby area.</p> <p>Students who are bused will follow busing guidelines for their home School.</p> <p>Educate students and drivers of the importance of passengers facing forward (not sideways or backwards).</p> <p>Increase ventilation on buses when feasible.</p>	<p>Same as Yellow phase</p>	<p>Administrator Office Staff</p>		<p>Yes</p>

<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Classrooms will be set up to promote social distancing to the greatest extent possible.</p> <p>When possible, student desks will be spaced apart from one another and facing the same direction or arranged in a “U” shape.</p> <p>Classroom procedures will include procedures that promote social distancing whenever possible.</p> <p>Communal space seating will be limited to ensure social distancing occurs. Access to communal spaces will be restricted or limited.</p> <p>Essential visitors and volunteers will be limited as needed and deemed necessary and safe by the building principal.</p> <p>Activities that involve other groups will be limited.</p> <p>Restricted use of transportation during the school year (i.e., elimination of field trips and transitional activities).</p>	<p>Same as Yellow phase</p>	<p>Robin Cornett</p>	<p>Facemasks/shields Disinfecting spray or wipes</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	When necessary, before and after school care is offered to parents. Students in this program will practice social distancing similar to the stipulations described for classrooms.		Robin Cornett Office Staff		Y
Other social distancing and safety practices	Limit or eliminate all field trips, inter-group activities, and extracurricular activities.		Robin Cornett		N

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?
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- 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: To mitigate the potential spread of COVID-19, the School will share resources with the

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>The School will share resources with the school community to help families understand when to keep children home.</p> <p>Symptom screening completed by all parents/ guardians at home each morning before the school day.</p> <p>Children with symptoms will not be sent or brought to school.</p> <p>All School staff will perform a symptom screen on themselves prior to leaving for work and will stay home if symptoms are present.</p> <p>All students and staff displaying any symptoms will go or will be sent to the Office immediately.</p> <p>Individual symptom screening by School staff will not be required for student entrance to school.</p> <p>Teachers and staff will visually monitor students during the school day.</p>	<p>Same as Yellow phase</p>	<p>Office Staff</p>	<p>Provide school community with a symptom list</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</p> <p>Self-Screen and Reporting Procedures</p> <p>Staff Training</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Work with school administrators- to identify an isolation room or area to separate anyone who has COVID-19 symptoms until they are dismissed from school.</p> <p>Staff will use standards and transmission-based precautions when caring for individuals experiencing symptoms.</p> <p>Restrict access to any area used by any person demonstrating symptoms and cleaning and disinfecting before resuming use.</p> <p>Notify staff and families to communicate confirmed cases while maintaining confidentiality of the affected individual(s).</p>	<p>Same as Yellow phase</p>	<p>Office Staff</p>	<p>Information for Healthcare Professionals about Coronavirus (COVID-19)</p> <p>Face Shields and/or masks for all staff in direct contact with students</p> <p>Vinyl curtains for quarantine areas</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Staff and students may return to school after being isolated or quarantined under the following guidelines:</p> <ul style="list-style-type: none"> • At least 10 days from onset of symptoms • Released from medical care • At least 3 days without a fever or the use of fever reducing medication • Improved respiratory symptoms • If asymptomatic, but positive test, at least 10 days since positive test <p>=</p>	<p>Same as Yellow phase</p>	<p>Office Staff</p>	<p>Established procedures for return to school</p>	<p>Y</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Post Health and Safety Plan on school website.</p> <p>Provide updated information on the school website and through school messenger email service.</p> <p>Prepare parents and students for remote learning if school is temporarily dismissed.</p>	<p>Same as Yellow phase</p>	<p>Administrator</p>	<p>https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-hi</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	<p>Notify families via School Messenger email service if their child has possibly been exposed to someone who has tested positive for COVID-19 to support monitoring for signs and symptoms.</p> <p>Maintain documentation of possible cases and contacts while awaiting results of COVID-19 testing.</p>	Same as Yellow phase	School administration		N

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions: Face coverings are required at all times with these exceptions: when students and staff are eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.) or if unable to wear a face covering due to medical condition(s). The School will require the use of a face covering when social distancing guidelines and other mitigation measures may not be feasible. Face coverings will be provided to individuals, who may not possess one. Alternatives to face coverings such as but not limited to face shields, plastic partitions and other PPE will also be made available. Individual health,

attendance, and/or educational plans will be developed for all students with complex needs or other vulnerable individuals. When social distancing and other mitigation measures will not be feasible for students with complex needs or other vulnerable individuals, additional safety protocols will be in place for staff working with these individuals. These protocols will include the provision of personal protective equipment as necessary. Additional protocols will include the sanitation of shared surfaces and materials. The School will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act. The School will identify critical job functions and positions, and plan for alternative coverage by cross-training staff. The School will identify and assign professional staff for digital academy programs to support additional enrollment and other remote learning needs.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>Individualized health, attendance, and/or education plans will be developed for students at higher risk to continue their learning.</p> <p>Encourage the increase in frequency and opportunities of hand washing and sanitizing.</p> <p>Alternatives to face masks will be made available such as: clear face shields, plastic partitions, and other personal protective equipment.</p> <p>Limit non-essential travel</p> <p>The School will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act or forthcoming regulations.</p>	<p>Same as Yellow</p>	<p>School Administrator</p> <p>School Nurse</p>	<p>Educational materials for those specifically at high risk</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Face coverings are required at all times with these exceptions: when staff are eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.) or if unable to wear a face covering due to medical condition(s).</p> <p>Alternatives to face coverings such as, but not limited to, face shields, plastic partitions and other PPE will be made available to any individual who requires exceptions to face covering requirements.</p>	<p>Same as Yellow</p>	<p>School Administrators</p>	<p>Masks and/or shields provided to employees</p> <p>Signage</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Face coverings are required at all times with these exceptions: when students are eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.) or if unable to wear a face covering due to medical condition(s).</p> <p>Alternatives to face coverings such as, but not limited to, face shields, plastic partitions and other PPE will be made available to any individual who requires exceptions to face covering requirements.</p>	<p>Same as Yellow</p>	<p>School Administrators</p>	<p>Signage</p>	<p>Y</p>

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Individual health, attendance, and/or educational plans will be developed for all students with complex needs or other vulnerable individuals.</p> <p>Individual attendance plans will address alternative attendance procedures.</p> <p>Individual health plans may include but will not be limited to procedures for mobility within the school building, feeding, toileting, and other personal care provisions.</p> <p>Individual educational plans may include but will not be limited to alternative participation methods and modified educational environments.</p> <p>When social distancing and other mitigation measures will not be feasible for students with complex needs or other vulnerable individuals, additional safety protocols will be in place for staff working with these individuals. These protocols will include the provision of personal protective equipment as necessary. Additional protocols will include the sanitation of shared surfaces and materials.</p> <p>Any student who cannot wear a mask or face covering due to a</p>	<p>Same as Yellow</p>	<p>School Administrator</p> <p>School Nurse</p>	<p>Personal protection equipment.</p> <p>Sanitation supplies.</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.</p> <p>Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.</p>				
Strategic deployment of staff	<p>Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.</p> <p>Identify and assign professional staff for digital academy programs to support additional enrollment and other remote learning needs as needed.</p>	Same as yellow	School Administrator		Y

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Overall Plan	Board of Trustees	Board of Trustees	Board Meeting presentation	Presentation materials	7/16/20	7/30/20
Monitoring Student and Staff Health	Teachers and staff	Office Staff	In person, posters, video	Presentation materials	Prior to start of 2020-2021 School Year	Ongoing
Hygiene Practices	Students, teachers, staff and families	Office Staff	In person, video, written communication	Presentation materials	Prior to start of 2020-2021 School Year	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning and Disinfecting	Staff	Robin Cornett	In person	CDC Guidelines Presentation materials	Prior to start of 2020-2021 School Year	Ongoing
When to stay home from school	Students, families and staff	Robin Cornett	Posters	Presentation materials	Prior to start of 2020-2021 School Year	Ongoing
Social Distancing – What it is and Why we do it	Students, families and staff	School Nurses	In person, video	Presentation materials	Prior to start of 2020-2021 School Year	Ongoing
When to send a student to the nurse.	Staff	School Nurses	In person	Presentation materials	Prior to start of 2020-2021 School Year	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
Overall Health and Safety Communication – Reopening Schools in 2020-2021	Parents K-12	Robin Cornett	Website	7/31/20	Ongoing

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Personal Health Screening Procedures (signs and symptoms, what to watch for prior to daily attendance)	Parents, Staff, Students	Robin Cornett	Website	Prior to start of 2020-2021 School Year	Ongoing
Transportation Protocols and Procedures	Parents, Staff, Students	Robin Cornett	Website	Prior to start of 2020-2021 School Year	Ongoing

Health and Safety Plan Summary: SHREWSBURY CHRISTIAN ACADEMY

Anticipated Launch Date: August 15, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>School staff has been trained in best practices and methods to maintain cleanliness, sanitation, disinfecting and ventilation protocols/procedures including the use of the CDC and State guidelines to maintain safety for our students and staff. The School has ordered supplies meeting specified requirements necessary to implement cleaning, sanitation, and disinfecting protocols.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Social distancing in classrooms, common areas and throughout the building will focus on 3 to 6 feet when feasible. The number of students will be limited within the classroom and large group</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Other social distancing and safety practices</p>	<p>areas (such as the cafeteria/auditorium) to accommodate social distancing recommendations when feasible. Students and staff will be encouraged to practice proper hygiene with regular hand washing/hand sanitizer use. Sports, recess, physical education and music classes will follow CDC social distancing guidelines and limit the sharing of equipment.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>To mitigate the potential spread of COVID-19, the School will share resources with the school community to help families</p>

Strategies, Policies and Procedures

*** 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

understand when to keep children home. Parents should complete a symptom screening at home before their child leaves the home that includes a fever, shortness of breath, headaches, body aches, fatigue, loss/altered sense of taste or smell, diarrhea, and runny nose/congestion. Students, coaches, and staff will undergo a COVID-19 health screening prior to any practice, event, or team meeting. Anyone with symptoms present will not come to school. School will visually monitor for symptoms throughout the school day and any individual displaying symptoms will go to the nurse immediately for isolation and further diagnosis. Any areas used by those with symptoms will be closed until being properly cleaned and disinfected. Staff and families will be notified of any confirmed COVID-19 cases, while maintaining confidentiality. After quarantining, students and staff may return to school under guidelines put forth by the Center for Disease Control. The School Health and Safety Plan will be posted on the school website with regular updates being both posted on the school website and emailed to families. The School will keep documentation of potential COVID-19 cases while awaiting results to determine the need for further action. All School staff will participate in professional development on protocols for monitoring student and staff health.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Protecting students and staff at higher risk for severe illness* Use of face coverings (masks or face shields) by all staff* Use of face coverings (masks or face shields) by older students (as appropriate)	Face coverings are required at all times with these exceptions: when students and staff are eating or drinking when spaced at least 6 feet apart, seated at desks or assigned work spaces at least 6 feet apart; or engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.) or if unable to wear a face covering due to medical condition(s). The School will require the use of a face covering when social distancing

Unique safety protocols for students with complex needs or other vulnerable individuals

Strategic deployment of staff

guidelines and other mitigation measures may not be feasible. (Face coverings will be provided to individuals who may not possess one.) Alternatives to face coverings such as, but not limited to, face shields, plastic partitions and other PPE will also be made available. Individual health, attendance, and/or educational plans will be developed for all students with complex needs or other vulnerable individuals. When social distancing and other mitigation measures will not be feasible for students with complex needs or other vulnerable individuals, additional safety protocols will be in place for staff working with these individuals. These protocols will include the provision of personal protective equipment as necessary. Additional protocols will include the sanitation of shared surfaces and materials. The School will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act. The School will identify critical job functions and positions, and plan for alternative coverage by cross-training staff. The School will identify and assign professional staff for digital academy programs to support additional enrollment and other remote learning needs.

Any student who cannot wear a mask or face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.

Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

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Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

6 Yes

0 No

Affirmed on: **8/25/20**

By:

Alan Umstead

(Signature* of Board President)

Alan Umstead

(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.