



Phased School Reopening Health and Safety Plan Template

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

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

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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: St. Patrick 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?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- 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 26, 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)
Fr. Allen Zeth	Administrator	coordinator
Mark Nedimyer	Maintenance	All maintenance issues
Jon Musselman	Parent	Health and Safety Plan Development
Autumn Musselman	Parent	Health and Safety Plan Development
Kelly Stehley	Faculty	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: **(INSERT TEXT)**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	All classrooms, restrooms, fountains and hallways will be sanitized every morning before students arrive at school. During lunch, everything will again be sanitized while the students are in the cafeteria. After lunch, the cafeteria will be sanitized.	All classrooms, restrooms, fountains and hallways will be sanitized every morning before students arrive at school. During lunch, everything will again be sanitized while the students are in the cafeteria. After lunch, the cafeteria will be sanitized.	Mark Nedimyer Maintenance	Mark will order all the needed materials for cleaning and sanitizing.	Yes
Other cleaning, sanitizing, disinfecting, and ventilation practices	Classrooms will have open windows for ventilation when possible, especially when students go to lunch.	Classrooms will have open windows for ventilation when possible, especially when students go to lunch.	Faculty		No

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: **(INSERT TEXT)**

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	All seating in classrooms and will be kept at a distance of at least 6 feet apart from each other and the teacher's desk.	All seating in classrooms and will be kept at a distance of at least 6 feet apart from each other and the teacher's desk.	Faculty		No

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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Use of the cafeteria for lunch allows students to sit at a social distance of 6 feet apart. All lunches will be brown bag brought from home. No lunches will be served.	Use of the cafeteria for lunch allows students to sit at a social distance of 6 feet apart. All lunches will be brown bag brought from home. No lunches will be served.	Faculty		No
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Hand sanitizer will be placed in every classroom. Frequent usage will be encouraged. Faculty will continue to teach the importance of good hygiene when coughing or sneezing.	Hand sanitizer will be placed in every classroom. Frequent usage will be encouraged. Faculty will continue to teach the importance of good hygiene when coughing or sneezing.	Faculty	Hand sanitizer	No
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs will be placed throughout the building.	Signs will be placed throughout the building.	Maintenance	Signs and fliers	No
* Identifying and restricting non-essential visitors and volunteers	Our school is equipped with a security camera. Visitors will be discouraged and volunteers will be very limited.	Our school is equipped with a security camera. Visitors will be discouraged and volunteers will be very limited.	Secretary		No

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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Any equipment used at recess will be sanitized afterwards.	Any equipment used at recess will be sanitized afterwards.	Faculty or Maintenance	Sanitizer or soap	No
Limiting the sharing of materials among students	Teachers will encourage students not to share any personal items.	Teachers will encourage students not to share any personal items.	Faculty		No
Staggering the use of communal spaces and hallways	Changing classes will be very limited and going to and from lunch in the cafeteria will be staggered.	Changing classes will be very limited and going to and from lunch in the cafeteria will be staggered.	Administrator		No
Adjusting transportation schedules and practices to create social distance between students	Student dismissal is at staggering times so those who ride buses are released before students who are picked up by parents and finally those who walk.	Student dismissal is at staggering times so those who ride buses are released before students who are picked up by parents and finally those who walk.	Faculty		No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Our enrollment allows for social distancing in every classroom and throughout the building.	Our enrollment allows for social distancing in every classroom and throughout the building.	Faculty		No

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	We provide before and after care for students on site. Any major change will be communicated by robocall, otherwise parents using the program will be contacted immediately by phone.	We provide before and after care for students on site. Any major change will be communicated by robocall, otherwise parents using the program will be contacted immediately by phone.	Secretary, Administrator or Coordinator		No
Other social distancing and safety practices	Signs, posters, fliers, and instructional materials will be used as needed.	Signs, posters, fliers, and instructional materials will be used as needed.	All		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 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: (INSERT TEXT)

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	Before the school begins, parents will be asked of each student’s history of exposure. Staff will be asked the same. Each day temperatures will be taken and history questions will be asked.	Before the school begins, parents will be asked of each student’s history of exposure. Staff will be asked the same. Each day temperatures will be taken and history questions will be asked.	All	Local requirements of accepted temperatures and training for recognizing symptoms.	Yes
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	A room is available for any student or staff who must be isolated or quarantined during the day.	A room is available for any student or staff who must be isolated or quarantined during the day.	Administrator		No
* Returning isolated or quarantined staff, students, or visitors to school	Any person isolated or quarantined should have medical permission to return to school.	Any person isolated or quarantined should have medical permission to return to school.	Nurse		No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Robocalls will be sent out to all parents notifying them of any closures or changes. Letters will be sent to address the issues.	Robocalls will be sent out to all parents notifying them of any closures or changes. Letters will be sent to address the issues.	Administrator		No

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	The school nurse will provide any necessary practices according to local or state governing.	The school nurse will provide any necessary practices according to local or state governing.	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: (INSERT TEXT)

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	Opportunities will be provided for distance learning for those unable to attend school.	Opportunities will be provided for distance learning for those unable to attend school.	Faculty		No
* Use of face coverings (masks or face shields) by all staff	Following the directive of the state's governor staff will wear a mask or shield when required.	Following the directive of the state's governor staff will wear a mask or shield when required.	Administrator and Faculty	Face Masks or Shields	No

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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	According to state regulations students will use a face mask when required.	According to state regulations students will use a face mask when required.	Administrator and Faculty	Face Masks or Shields	No
Unique safety protocols for students with complex needs or other vulnerable individuals	Each case will be examined for the individual need for that student.	Each case will be examined for the individual need for that student.	Nurse and Administrator		No
Strategic deployment of staff	Staff will be kept at a social distance from students and masks will be required.	Staff will be kept at a social distance from students and masks will be required.	Staff		No

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
Reopening Strategy	Faculty and Staff	Administrator	Conference	Guidelines for reopening schools	August 1, 2020	August 25, 2020
Reopening Strategy	Faculty	Administrator	Conference	Health and Safety Plan	August 1, 2020	August 25, 2020
Schoolology	Faculty and Administrator	Schoolology	Online Learning		July 16, 2020	

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Reopening strategy	Parents and Guardians	Administrator	Letter	July 20, 2020	July 24, 2020
Reopening strategy	Parents and Guardians	Administrator and Faculty	Parent Meeting	August 1, 2020	August 10, 2020
Schoolology	Parents and Guardians	Administrator and Faculty	Parent Meeting	August 1, 2020	August 20, 2020

Health and Safety Plan Summary: St. Patrick School

Anticipated Launch Date: August 26, 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>All classrooms, restrooms, fountains and hallways will be sanitized every morning before students arrive at school. During lunch, everything will again be sanitized while the students are in the cafeteria. After lunch, the cafeteria will be sanitized. Classrooms will have open windows for ventilation when possible, especially when students go to lunch.</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>All seating in classrooms and will be kept at a distance of at least 6 feet apart from each other and the teacher's desk. Use of the cafeteria for lunch allows students to sit at a social distance of 6 feet apart. All lunches will be brown bag brought from home. No lunches will be served. Hand sanitizer will be placed in every classroom. Frequent usage will be encouraged. Faculty will continue to teach the importance of good hygiene when coughing or sneezing. Signs will be placed throughout the building. Our school is equipped with a security camera. Visitors will be discouraged and volunteers will be very limited. Any equipment used at recess will be sanitized afterwards. Teachers will encourage students not to share any personal items. Changing classes will be very limited and going to and from lunch in the cafeteria will be staggered.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Before the school begins, parents will be asked of each student's history of exposure. Staff will be asked the same. Each day temperatures will be taken and history questions will be asked. A room is available for any student or staff who must be isolated or quarantined during the day. Any person isolated or quarantined should have medical permission to return to school. Robocalls will be sent out to all parents notifying them of any closures or changes. Letters will be sent to address the issues. The school nurse will provide any necessary practices according to local or state governing.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Opportunities will be provided for distance learning for those unable to attend school. Following the directive of the state's governor staff will wear a mask or shield when required. According to state regulations students will use a face mask when required. Each case will be examined for the individual need for that student. Staff will be kept at a social distance from students and masks will be required.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Administrator for the parochial St. Patrick School reviewed and approved the Phased School Reopening Health and Safety Plan on July 13, 2020

The plan was approved by the administrator:

Yes

No

Affirmed on: July 13, 2020

By: Rev. Allen P. Zeth

Rev. Allen P. Zeth

*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.