

Health and Safety Plan: (Milford E Barnes School)

Arrival

- Nurse Rosie will arrive early
- Nurse Rosie will complete screening tool with staff
- Take staff temperatures if over 100.4 sent home immediately and remain home temperature free for 24 hours.
- If become symptomatic must have medical clearance and or testing to return to work
- Nurse Rosie and staff (rotating schedule of senior therapist staff) will meet students at cafeteria entrance
- Nurse Rosie will take child's temperature if over 100.4 sent home immediately by returning child to individual transporting child and remain home temperature free for 24 hours.
- Parent will be notified that child is returning home before van leaves
- Nurse Rosie will screen students
 1. Do you have a Sore throat?
 2. Do you have a Headache?
 3. Do you have a Temperature?
 4. Is anyone sick in your family?
 5. Do you have a cough?
- Nurse Rosie will document temperature on sign-in sheet
- Portable hand sanitizing station for students prior to entering cafeteria
- Classroom staff will remain in their respective classroom
- Resource team will complete check-in with students (wanding, bag check, shoe check)
- Student will enter cafeteria, be wanded, and go directly to classroom
- Breakfast will be waiting in classroom for children
- After breakfast personal hygiene procedures will be completed with students

Sick Days

- Parent/guardian will be notified child is ill and needs to be go home
- If child is sick they will be isolated from other students
- Child will wait in sanctuary room until parent/guardian arrive
- Therapists will complete screening tool over the phone prior to the first day of program
- Emergency contact and alternative address will be required prior to first day of program

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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 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): (July 1, 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, and 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)
Roseanna Kozich	All program staff, families, students and other	Plan Development and Response Team
Dr. Muhammad Khan	All program staff, families, students and other	Plan Development and Response Team
Denise Astaneh	All program staff, families, students and other	Plan Development and Response Team
Thomas Schuster	Clinical Team, families, students	Plan Development and Response Team
Andrew Miller	Resource Team, Aides, families and students	Plan Development and Response Team
Dr. Michael Koury	Teaching Staff	Plan Development and Response Team

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>Supplies ordered with housekeeping</p> <p>Daily sanitization of desks and classroom materials by housekeeping as well as classroom staff</p> <p>Daily ongoing sanitization by House Keeping department. Gerry G of House Keeping department will be rotate through the building 4 to 5 times daily sanitizing the high touch areas.</p> <p>Daily intermittent sanitization of classroom desks and materials by all program staff</p>	<p>Andrew Miller/Operations Supervisor Thomas Schuster/Clinical Supervisor</p> <p>Joann McGovern Housekeeping department supervisor</p>	<p>Lysol spray Clorox wipes Sapphire spray Paper towel Bleach Spray bottles gloves</p>	
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>		<p>Classroom therapists and aides will educate students on personal hygiene through lessons and group life skill activities</p> <p>All staff will complete infections control training</p>	<p>Denise Astaneh</p>	<p>Posters Lesson plans</p>	
<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>Reduce number of students initially returning. Only partial students will return July 1st ESY will continue on virtually</p> <p>Limit the number of individuals in classrooms</p> <p>Limit interactions between groups of students</p> <p>Stager use of communal space</p> <p>Limit sharing of materials</p> <p>Limiting and restricting non-essential visitors</p> <p>Maintain 6ft social distancing in classroom – enough square footage of classroom</p>	<p>Thomas Schuster, Clinical Supervisor (roster and classroom size)</p> <p>Andrew Miller, Operations Supervisor (Scheduling and supply inventory)</p> <p>Denise Astaneh, Program Director (Oversee all Occupancy and spacing requirements)</p>	<p>Signs</p> <p>Classroom supplies</p> <p>Gym equipment</p> <p>Daily schedule</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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms		Daily schedule to ensure the mitigation of communal space. Possible alternative setting may include classroom, outdoors and/or multipurpose room.	Andrew Miller, Operations Supervisor Andrew Miller, Operations Supervisor		
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices		Nurse will educate all staff on "Best Practice" Hygiene procedures. Staff will educate students through groups and lessons dedicated to personal hygiene. Complete Handwashing Monitoring forms	Rosanne Kozich, Program Nurse Rosanne Kozich, Program Nurse Rosanne Kozich, Program Nurse		
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs		Nurse will educate all staff on "Best Practice" Hygiene procedures. Staff will educate students through groups and lessons dedicated to personal hygiene.	Rosanne Kozich, Program Nurse Rosanne Kozich, Program Nurse		
* Identifying and restricting non-essential visitors and volunteers		All visitors will be met at door by program secretary or staff Any child arriving late will be allowed in – person coming with the child will be met at door to sign the child in.	Denise Astaneh, Program Director Judy Bozentka, Program Secretary		
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports		Focus on individual skill building Limit the time players stay close to others Limit of touching of shared equipment and gear- will be sanitized after all use by classroom staff running the group Engage in social distancing while not actively engaged in play	Andrew Miller, Operations Supervisor Andrew Miller, Operations Supervisor	Signs Gym equipment Daily schedule	

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)
Limiting the sharing of materials among students		<p>All students will have their own supplies (each child will have their own art kit supplies and fidgets)</p> <p>Children will not share i.e.: pencils, books</p> <p>Children will have assigned seating</p>	<p>Thomas Schuster, Clinical Supervisor</p> <p>Thomas Schuster, Clinical Supervisor</p>	Various classroom supplies	
Staggering the use of communal spaces and hallways		<p>Monitor transitions and scheduling</p> <p>Only one classroom will transition throughout hallways at a time</p>	All staff		
Adjusting transportation schedules and practices to create social distance between students		<p>Communication with local school districts when districts return</p> <p>Currently parents will be transporting students</p> <p>Decreased enrollment</p>	Denise Astaneh, Program Director		
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students		<p>Start of day – children will enter through cafeteria door and will be escorted directly to their classroom to limit interactions with other groups</p> <p>Desks spaced out accordingly to meet the 6 feet social distancing guidelines.</p> <p>Most classrooms – desks are bolted to the floor</p> <p>Students will remain in their respective classrooms</p>	<p>Classroom teacher and staff</p> <p>Lead Therapist and Program Director will oversee process</p>		
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars		N/A			

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 social distancing and safety practices		<ul style="list-style-type: none"> • One student per classroom using restrooms • One student per classroom visiting nurse • Breakfast and lunch will be disturbed to classroom each individual packaged 	Roseann Kozich, Program Nurse		
* Monitoring students and staff for symptoms and history of exposure		<p>Family and student screening questionnaire will be completed by therapists over the phone with parent/guardian prior to student's first day</p> <p>Nurse Rosie will complete screening tool with staff, take staff temperatures if over 100.4 sent home immediately and remain home temperature free for 24 hours.</p> <p>If become symptomatic must have medical clearance and or testing to return to work</p> <p>Nurse Rosie and staff (rotating schedule of senior therapist staff) will meet students at cafeteria entrance</p> <p>Nurse Rosie will take child's temperature if over 100.4 sent home temperature free for 24 hours.</p> <p>Rosie will screen students. Do you have a Sore throat? Do you have a Headache? Do you have Temperature? Anyone sick in your family? Do you have a cough?</p> <p>Rosie will document temperature on sign-in sheet</p> <p>Portable hand sanitizing station for students prior to entering cafeteria</p> <p>Classroom staff will remain in their respective classroom</p> <p>Resource team will complete check-in with students (wanding, bag check, shoe check)</p> <p>Student will enter cafeteria, be wandered, and go directly to classroom</p> <p>Breakfast in classroom for children</p>	Roseann Kozich, Program Nurse		

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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure		1 st floor Sanctuary room will be designated as an area where students will wait to be picked up by family when sick Designated staff will remain with the child until family member arrives	Roseann Kozich, Program Nurse		
* Returning isolated or quarantined staff, students, or visitors to school		Child/staff will remain home temperature free for 24 hours. If symptomatic, Child/staff must provide a medical note from physician	Roseann Kozich, Program Nurse		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Phone contact and local district schedules will be distributed	Phone contact and local district schedules will be distributed	Denise Astaneh. Program Director		
Other monitoring and screening practices					
* Protecting students and staff at higher risk for severe illness	All staff will where face masks Students will be encouraged to wear facial masks	All staff will where face masks Students will be encouraged to wear facial masks	Denise Astaneh. Program Director	Masks Face shields	
* Use of face coverings (masks or face shields) by all staff	All staff will where face masks	All staff will where face masks	Denise Astaneh. Program Director	Masks Face shields	

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)	Students will be encouraged to wear facial masks	Students will be encouraged to wear facial masks	Denise Astaneh, Program Director	Masks Face shields	
Unique safety protocols for students with complex needs or other vulnerable individuals	Will utilize universal precautions, which already address all high-risk individuals.	Will utilize universal precautions, which already address all high-risk individuals.	Roseann Kozich, Program Nurse		
Strategic deployment of staff					