

Sacred Heart School, West Reading

Katherine Napolitano

Plan Submitted By
Katherine Napolitano

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

Sacred Heart School, West Reading

What is your scheduled first day of school for the 2020-2021 school year?

Aug 31, 2020

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

* Our plan is to follow the guidelines and recommendations from the CDC and PDE. We plan to totally open for all students and staff using enhanced cleaning and sanitizing procedures, social distancing, health and safety checks. We will be utilizing Google Classroom and SeeSaw, as well as Zoom and ClassDojo to communicate.

How did you engage stakeholders in the type of re-opening your school entity selected?

* Committee members were consulted at various stages of planning via email, phone and zoom.
* The plan will be shared with parents and other stakeholders once approved by the Office of Education.

How will you communicate your plan to your community?

*The plan will be posted on the school website.
*Parents will receive a notification via Option C that the plan is available for viewing.
*Parishioners will be made aware via a notice in the parish bulletin and on the website that the plan is available in the school website.

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

* We will follow guidance from PDE, CDC, the Office of Education and local health authorities.
*Any changes will be communicated to parents via Option C (phone, text and email) and will be posted on our website and all social media platforms.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Katherine Napolitano	Principal	Both
2	Monsignor Joseph DeSantis	Pastor	Both
3	Dr. Michael Napolitano	Physician	Both
4	Mary Kelly	School Nurse	Both
5	Justo Sanchez	Head Custodian	Health and Safety Plan Development
6	Jennifer Munter and Traci D'Elia	Teachers	Health and Safety Plan Development
7	Elizabeth Gasperack	Advancement Director and Parent	Both
8	Kathryn Banta	Business Manager	Health and Safety Plan Development
9	Derek Clouser and John Reshetar	Board members - facilities	Health and Safety Plan Development
10	Andie Gonzalez	Parent and HSA member	Health and Safety Plan Development

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

*Cleaning, sanitizing, disinfecting and ventilating learning spaces, surfaces and other areas used by students (ie: restrooms, water fountains, hallways).

*Utilize cleaning chart

Same for green and yellow

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

*Grant (\$10,000) applied (BCIU coordinating)

*Additional PPE and cleaning products purchased, including electrostatic spray disinfectant fogger

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

* Frequently touched surfaces(including door handles, water fountains, sink handles) and objects - multiple times/day

* Other surfaces at least daily

* Ventilation through windows and fans as feasible

Same for green and yellow

What protocols will you put in place to clean and disinfect throughout an individual school day?

*Implement daily and weekly cleaning activities/chart

*Water fountains will be closed and students encouraged to bring water from home.

*Follow CDC guidelines for cleaning and disinfecting schools Same for green and yellow

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?

* Custodians

*Faculty

*During summer and prior to return to school (August faculty meeting)

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Justo Sanchez - Head Custodian	PPE, CDC website, cleaning chart	Y

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Same as yellow	Same as yellow	Yes

Other cleaning, sanitizing, disinfecting, and ventilation practices

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Window fans, open windows when feasible, disinfectant wipes in classroom, touch free sanitizer stations in each classroom, touch free soap dispensers in each restroom,electrostatic fogger used daily	Same as yellow	Justo Sanchez, Head Custodian	PPE, fans, cleaning supplies as listed	Yes

How will classrooms/learning spaces be organized to mitigate spread?

*Classrooms/learning spaces organized for occupancy that allows for 3-6 feet of separation among students and staff when feasible.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

*Students will have remain with their cohorts when feasible (ie: specialists will travel to classrooms when feasible).

What policies and procedures will govern use of other communal spaces within the school building?

- *Allow for 3-6 feet separation when feasible
- *Lunch in classrooms, with one or two classes permitted in cafeteria on a rotating basis
- * Use of dividers in library
- *Hold classes in gym and/or IHM Room when possible

How will you utilize outdoor space to help meet social distancing needs?

- *Classes can use tot lot and parking lot recess area when feasible
- *Outdoor learning area near church may be utilized
- *Classes will be encouraged to go outdoors for class, weather and subject permitting

How will you adjust student transportation to meet social distancing requirements?

- *Follow direction from public schools regarding bus transportation
- * Encourage parents to follow a "rolling drop off" from 7:30-8:00, eliminating a back up in car rider drop offs
- *Students waiting for bus and car dismissal will observe distancing of 6 feet when feasible; if not, masks must be worn on line.

What visitor and volunteer policies will you implement to mitigate spread?

- *Restrict nonessential visitors and volunteers
- *Do not schedule large group gatherings (ie: Goodies for Grandparents)
- *Ensure any assemblies follow social distancing guidelines

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

- *There may be increased movement among junior high students (6,7,8)

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?

- *Faculty and staff will be trained at August faculty meeting
- *Parents will be informed of plan upon approval by Office of Education

Social Distancing and Other Safety Protocols

Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Arrange desks for 3-6 feet of distance; desks facing same direction or students facing same direction at tables; use of plastic study carrels when feasible	Same as yellow	Principal and teachers	study carrels No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	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	Lunch in classrooms with some classes in cafeteria on an alternating basis; lunches delivered to younger grades	Same as yellow	Jennie Javier-Maschios, Principal	disposable lunch materials from Maschios	No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	All staff trained in healthy hygiene practices so they can teach students; encourage hand washing with soap and water for at least 20 seconds, especially after using restroom, before eating, and after blowing your nose, coughing or sneezing;; use of alcohol-based hand sanitizer	Same as yellow	Teachers, Principal	soap, paper towels, hands-free sanitizer stations, hand sanitizer, tissues	Yes
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Post CDC Germs are Everywhere and Wash Your Hands posters in multiple sites	Same as yellow	Principal	Posters fro CDC website	No
Identifying and restricting non-essential visitors and volunteers.	Restrict nonessential volunteers and visitors; do not schedule large group activities	Same as yellow	Principal and school secretary	n/a	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	Provide safe opportunities for exercise and physical activity, taking into consideration physical distancing, amount of touching and sharing of equipment. Follow guidelines from CYO regarding whether or not CYO sports are held. Ensure adequate amount of playground balls, jumpropes, etc.	Same as yellow	classroom teachers and PE teacher	playground equipment, sanitizing wipes	Yes
Limiting the sharing of materials among students	Clean and disinfect shared materials between uses; keep individual student's belongings separated from others in labeled containers;ensure adequate amount of supplies and textbooks	Same as yellow	Principal, classroom teachers	individual student supplies, textbooks	No
Staggering the use of communal spaces and hallways	Create traffic flow pattern in hallways; separate students within common areas at arrival and dismissal; pursue virtual gatherings	Same as yellow	Principal	hallway signage	No
Adjusting transportation schedules and practices to create social distance between students	Follow guidance and plans from local school districts for busing; encourage staggered drop-off times for car riders	Same as yellow	Principal	n/a	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	When feasible, students should socially distance 3-6 feet. Keep small cohorts together when possible; ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff as much as possible; restrict interactions between groups of students	Same as yellow	Principal	n/a	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Update website and parents with any local childcare transportation changes	Same as yellow	Principal/ secretary	n/a	No
Other social distancing and safety practices	Install sneeze guard in main office	Same as yellow	John Reshetar	Sneeze guard	No

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

*All students, staff and others who interact with each other will be monitored for symptoms and history of exposure by temperature and questionnaire screening.

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)?

*All staff, students and others will have temperature screening. Questionnaires will be completed by staff, and by parents of younger students before reporting 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?

*Staff, students or other members of the community who become ill will be sent to the health room, and then home and advised to consult with a health care provider.

* Exposed persons will be directed to care for themselves at home and continue isolation following appropriate medical guidance

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

*School nurse, when available, Principal

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?

*Staff or students who have been directed to isolate may return under the following conditions:

-- 10 days from onset of symptoms

--Resolution of fever without the use of fever-reducing medications for the previous 72 hours

--Improvement in respiratory symptoms (e.g., cough, shortness of breath)

OR

--Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected >24 hours apart (total of 2 negative specimens)

return at least two consecutive respiratory specimens collected 24 hours apart (total of 2 negative specimens)

*Doctor's note required to return to school for students and staff

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

*Written notification from student's health care professional

*Joining class instruction remotely

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?

*As soon as illness or exposure is confirmed, families will be notified by Option C, maintaining student confidentiality to the greatest extent possible

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?

*Teachers, secretary, other staff members as necessary

*School nurse will provide training at a faculty inservice

Monitoring Student and Staff Health

	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	Temperature checks daily upon entrance; questionnaires completed either at school or at home for younger students	Same as yellow	Teachers, secretary and principal	infrared thermometers, questionnaires, clipboards, storage for paperwork	Yes
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Send to health room; call families immediately for pick up	Same as yellow	Teachers, principal, secretary, nurse if available	health room	No
Returning isolated or quarantined staff, students, or visitors to school	Conditions specified above must be met	Same as yellow	Principal, school nurse	Written notification from medical personnel	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Post plan on website; prepare parents for remote learning if necessary; utilize Option C to inform families	Same as yellow	Principal; advancement director	Option C; website	No
Other monitoring and screening practices					

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

*Masks or face shields are required as per Governor Wolf (follow PA guidance)

*Students will not be permitted to enter school without a mask

*Students bring masks from home

*Masks may be removed when eating or drinking

*If social distancing can be maintained outdoors, masks may be removed

What special protocols will you implement to protect students and staff at higher risk for severe illness?

*Informing faculty and staff of student special needs

- * Hands must be washed or sanitized before working with a student
- * Avoid use of communal objects
- * Surfaces should be disinfected before and after student use
- * A virtual learning option will be available.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

- * When the available substitute list has been exhausted, specialists and aides will act as substitutes.

How will the School 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?

- * Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- * Ensure that chromebooks are functioning and assigned
- * Survey families for technology needs and social-emotional needs.
- * Inservice staff on trauma-informed education

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in 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	Communicate to families the necessity of staying home when ill; require face coverings; enhanced cleaning protocols and hygiene practices. Virtual learning option will be available.	Same as yellow	School nurse, principal	PPE, cleaning supplies	Yes
Use of face coverings (masks or face shields) by all staff	Required	Same as yellow	Principal	Masks provided by staff members; face shields provided by school	No
Use of face coverings (masks or face shields) by older students (as appropriate)	Required	Same as yellow	Principal	Masks provided by students	No
Unique safety protocols for students with complex needs or other vulnerable individuals	Thorough hand washing or sanitizing by staff; avoiding use of communal objects; disinfection of materials	Same as yellow	Principal, teachers	PPE and cleaning supplies	Yes
Strategic deployment of staff	Identifying critical job functions and positions and planning for alternative coverage by cross-training staff	Same as yellow	Principal, secretary, advancement director	n/a	Yes

Professional Development Topic

Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, Supplies Needed	Start Date	End Date
1 Cleaning, sanitizing, disinfecting and ventilating learning spaces, surfaces and any other areas used by students	Custodial Staff	Justo Sanchez, head custodian	Staff meeting	CDC guidance for Cleaning and Disinfecting Schools	4/1/2020	Ongoing
2 Electrostatic Fogger	Custodial staff	Justo Sanchez, head custodian	One-on-one training	Electrostatic fogger	When delivered	ongoing
3 Healthy Hygiene Practices	All Staff	Principal, school nurse	staff meeting	handouts	August 2020	August 2020
4 Implementing SHS Health and Safety Plan	All Staff	Principal, school nurse	staff meeting	handouts	August 2020	Prior to start of 2020-2021 school year
5						
6						

Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1 Parent survey	Parents/guardians	Beth Gasperack, Advancement Director	Online survey	April 2020	April 2020
2 Return to school survey	Parents/guardians	Beth Gasperack, Advancement Director	Online survey	July 2020	July 2020
3 Diocese of Allentown Principal meeting	Diocesan Principals	Dr. Brooke Tesche, Chancellor	Zoom meeting	June 23, 2020	June 23, 2020
4 SHS Pandemic team meeting	SHS Pandemic team	Kathy Napolitano, Principal	Zoom meeting	July 2, 2020	ongoing
5 Staff meeting	SHS Staff	Kathy Napolitano, Principal	Zoom meeting	ongoing	ongoing
6 Safety plan communication	All Stakeholders	Kathy Napolitano, Principal	Phone, email, Option C, website	upon plan approval	ongoing

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Increased use of PPE required (masks, gloves, face shields); follow CDC Guidance for Cleaning and Disinfecting Schools; clean and disinfect frequently touched surfaces and objects within the school at least daily, including door handles, sink handles, and drinking fountains; limit the use of communal water fountains to refilling student water bottles; implement daily and weekly COVID-19 cleaning activities following chart; increase ventilation by opening windows and using fans when feasible

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

When feasible keep cohorts of students together; desks 3-6 feet apart; students facing same direction

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

Lunch in classrooms; one or two grades at a time in cafeteria on a rotating basis; limit group gatherings and social events

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

Use hand sanitizer provided at classroom and hallway stations; wash hands for 20 seconds minimum

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

Post signs from CDC website in hallways, classrooms and restrooms

Handling sporting activities through formal "Return to Play Plan".

Follow guidance from CYO

Limiting the sharing of materials among students

Students bring materials from home; shared materials disinfected between uses; ensure adequate supplies to minimize sharing; keep student belongings separate from others

Staggering the use of communal spaces and hallways

Limit group gatherings; follow social distancing guidelines; set up one way traffic patterns

Adjusting transportation schedules and practices to create social distance between students

Follow guidelines from local school districts for busing; encourage staggered drop-off times for car riders

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Provide safe opportunities for exercise and play; space students 3-6 feet apart; limit student movement during the day between classrooms; have specialists come to classes

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

Communicate with any childcare facilities providing services with SHS families through Option C

Other social distancing and safety practices

Pursue virtual group gatherings, fund raisers and meetings. Field trips will be limited. Install sneeze guard in office and utilize study carrels in classrooms

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

Symptom screening done as students and staff enter SHS; lower grade students' parents will send questionnaires to school

Strategies, Policies & Procedures

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

Symptomatic students and staff and visitors will be isolated in health room and sent home

Returning isolated or quarantined staff, students, or visitors to school

Isolated or quarantined staff, students or visitors will be permitted to return to school provided they meet the requirements stated in the document

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols

Staff, families and public will be notified via Option C while maintaining confidentiality. School changes/closures will be posted on website and social media platforms and via Option C.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Limit field trips; require face coverings; thorough hand washing or sanitizing is required; avoid use of communal objects

Use of face coverings (masks or face shields) by all staff

Required

Use of face coverings (masks or face shields) by older students (as appropriate)

Required

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

Use of PPE and stringent hygiene procedures. Frequent cleaning and disinfection of surfaces. Communal use of materials discouraged.

Strategic deployment of staff

Identify critical job functions and positions and plan for alternative coverage by cross-training staff.

School

Sacred Heart School, West Reading

Date

Jul 24, 2020

Philip J. Frommelt, Ph.D. - 7/24/20