

Name

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

Nativity BVM High School

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

Aug 31, 2020

Phased School Reopening Health & 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 the Office of Education and made available for your school community. Schools 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 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. Reopening is categorized 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.
- Use the remainder of the template to document the above named school'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 the school should account for changing conditions in your local Health and Safety Plan to ensure a fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

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

- o The classrooms at Nativity BVM High School have already been assessed by the building principal and maintenance staff. Following the assessment of square footage within the classrooms, it has been determined that vertical setting must be utilized. Students will be spaced at a minimum of six feet apart.
 - o All students, faculty & staff, parents and visitors must wear mask and will only utilize the main entrance for entering and exiting the building during the school day. Faculty & staff will be stationed to check students into the building, taking temperatures in the lobby prior to entering the school building.
 - o Students entering the building prior to 8:07 AM (via bus, parent drop-off or student driver) will report to the cafeteria.
 - o Nativity BVM High School will have restricted access hours.
 - o All employees will follow the Diocesan COVID-19 preparedness plan for the workplace.
 - o Students who enter the building late to school will go through the same procedure within the main office.
 - o All stakeholders will be vetted in the same manner upon entrance into the building.
 - o Any faculty, staff or student who registers a low grade temperature (100.4) will be isolated in a room separated from the general population.
 - o In the case of student illness, once isolated parents will be contacted/notified and the necessary arrangements will be made to safely remove the ill student from the school community.
 - o All Nativity BVM faculty & staff members who register a temperature of 100.4 or higher will be isolated prior to any transition within the school day. The emergency contact on file will be contacted to notify them that the individual will be released from school for illness.
- All students who are not comfortable with return to the classroom will have a virtual option available

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

- o Nativity BVM High School will provide all stakeholders with a platform (virtual, face-to-face or phone) to voice any and all COVID-19 related concerns.
- o A separate email address will be dedicated to answer questions and concerns related to COVID-19 and any infectious diseases.

How will you communicate your plan to your community?

- o Nativity BVM will share a mitigation plan through various platforms (social media, one call, school website, school newsletter) to educate the school community and along with all its partners (residents and businesses) of its efforts to help curb the spread of COVID-19 to keep the entire school community safe.

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

Our school will be in consultation with and receive guidance from the Department of Health and have interaction and direction with the Diocesan Office of Education regarding any school closures.

Due to the ever-changing conditions caused by the pandemic various options are available to best serve your students and families. Several scenarios are found 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).

Pandemic Team & Coordinator

Each school 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, Schools 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. Schools 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): Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Pandemic Team & Coordinator

| | Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities |
|----|--------------------------|-------------------------------|--|
| 1 | Dean of Students | School Community | Both |
| 2 | Building Principal | School Community | Both |
| 3 | Administrative Assistant | School Community | Pandemic Crisis Response Team |
| 4 | Athletic Director | Student-Athletes | Both |
| 5 | Chaplain | School Community | Both |
| 6 | Studies Director | Student Population | Health and Safety Plan Development |
| 7 | Maintenace Supervisor | School Community | Both |
| 8 | Advancement Director | Board of Directors & Donors | Pandemic Crisis Response Team |
| 9 | Student Council Liasion | Volunteers, Faculty & Staff | Health and Safety Plan Development |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

Key Strategies, Policies, and Procedures

Once your School 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 School will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your School 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 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?

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

- o Prior to statewide school closure by Gov. Wolf, the building principal purchased disinfectant wipes and hand sanitizer for all classrooms.
- o The entire school building was cleaned and sanitized beginning Wednesday, April 1, 2020 and continues to be maintained on a daily basis.
- o Building will be properly ventilated.

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

- o Nativity BVM High School invested in cleaning, PPE and other sanitizing agents during the school closure period as well as during the red and yellow phases.
- o Through the School Health and Safety Grant, supplies will be purchased and utilized by building maintenance to sanitize and disinfect the entire building.

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

- o Multiple times throughout the school day within the classroom & throughout the building daily.

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

- o Spraying larger areas
- o Wiping down all often utilized surfaces
- o Hand sanitizers accessible throughout the building
- o Students will utilize one doorway entering the classroom and will exit through the other doorway (signs will be posted and visible for all students to see).

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?

- o All faculty & staff members along with a minimum of one athletic coach per sport will be trained via an online training module prior to August 17, 2020. All faculty & staff members along with one athletic coach will be tested and upon a

passing score (96) will be certified for 2 years.

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- **Action Steps under Green Phase:** Identify the specific adjustments the 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?

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) |
|------------------------------------|--|--|-------------------|
| Maintenance Supervisor & Custodian | Motoscrubber Back Pack Sprayer for larger areas, PPE such as disposable gloves when cleaning and sanitizing all areas within the school building such as tables in the cafeteria, disinfectant wipes, spray and towels for use to wipe down surfaces | 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) |
|------------------------------------|----------------------------|--|-------------------|
| Maintenance Supervisor & Custodian | Same as in YELLOW Phase | No | |

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) |
|--|--|---|------------------------------------|--|-------------------|
| All windows & doors within the classrooms & hallways will remain open as much as possible. | Same process to be followed within the yellow phase. | ALL Nativity BVM faculty and staff members. | Disinfectant wipes & PPE required. | Yes | |

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

- o Desks will be spaced in accordance to CDC guidelines (6 feet apart).
- o One door will be utilized to enter & one door will be utilized to exit.
- o Hand sanitizing stations will be set-up at each entrance.
- o Disinfectant wipes and or disinfecting cleaner will be utilized to clean all student work areas.
- o Common areas will be cleaned after each use.

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

- o Efforts will be made to ensure that one teacher provides instruction to one grade (i.e. Freshman).
- o Efforts will be made to ensure that each class period functions at or below capacity for that learning space.

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

- o All common spaces (i.e. Computer Lab, Library, Cafeteria) will require a sign-in sheet for student/faculty to enter. Social distancing practices will be followed with at least one to two seats between all students and PPE worn by faculty members while in those spaces.
- o Gym could be utilized as an additional classroom where class sizes exceed the number of students permitted in a classroom. Bleachers will be marked off to indicate social distancing.

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

- o Weather permitting, physical education classes will be held outside.
- o In addition, other classes may utilize the school campus to conduct classes outside.

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

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

- o All visitors and volunteers will be required ring the bell to be admitted into the building. Upon entrance into the building, hand sanitation stations will be set-up for immediate use in which instructions will be detailed about procedures to follow prior to entering the main office of the building.

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

- o For the safety and well-being for all stakeholders, social distancing must be followed with equity to help minimize the spread of COVID-19 and any other infectious diseases.

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?

- o All faculty & staff members along with a minimum of one athletic coach per sport will be trained via an online training module prior to August 17, 2020. All faculty & staff members along with one athletic coach will be tested and upon a passing score (96) will be certified for 2 years.
- o All students will receive basic information and training regarding social distancing practices, including proper hygiene on Monday, August 31 (Freshman), and Tuesday, September 1 (Upperclassmen) during the first week of school.
- o Daily announcements over the PA system will remind students to practice social distancing.

Social Distancing and Other Safety Protocols

Key Questions- Answer each question briefly and complete chart with detailed plan.

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. | Limit the number of students & teacher to 15 | Maximum number of students with a teacher is 25 | Principal/ Studies Director | N/A | No |
| Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | Outdoor or classroom options with students carrying lunch from home | Limiting students to 3 per table in which they would be staged | Faculty monitors and Building Admin | Tape to designate tables into slices for students | No |
| Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices. | mandated washing of hands with hand sanitizer upon entry into the building, each classroom and cafeteria. Hand washing after using the restroom. | SAME | All school employees | N/A | No |
| Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs. | School staff will develop signage for hallway, classrooms, cafeteria, stairwells and restrooms - in addition to what will be purchased by the school | SAME | All school employees | N/A | No |
| Identifying and restricting non-essential visitors and volunteers. | Only essential visitors will be permitted to enter. Most correspondence will be asked to be conducted online or by phone. | Prior to entering the building, all visitors will be asked to disinfect and complete Diocesan form before reporting to the main office. Usage of security camera will be utilized | Admin. Assistant | N/A | No |
| Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports. | No locker room & outdoor activities only | Use of locker rooms with immediate disinfecting between classes, social distancing practices continued and taking advantage of the outdoors when possible | PE teacher | 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 sharing of materials among students | No sharing permitted between students. School will issue items for student to keep. Students may also purchase necessary items at school store. | Items that are distributed by the school for use within the classroom will be immediated disinfected . Electronic submission of assignments will be encouraged and all paper issued assignments will wait for a period to ensure no as another safegaurd. | Faculty | N/A | No |
| Staggering the use of communal spaces and hallways | Remote Learning/Hybrid learning | Students dismissed from class in small groups, students will only be permitted to enter and exit from one classroom door. The flow of traffic in the hallway will be to one direction only. Stairwells will be designated for directions. | All school employees | One way signage | No |
| Adjusting transportation schedules and practices to create social distance between students | Parent/student transport encouraged | TBD by individual sending school district | Administration | N/A | No |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | Reservations required for computer lab and other areas to reduce the number of students. Only small number of students will participate in labs for science class, while other half will be in classroom completing assignment. | Spacing accordingly to reduce contact between students in all learning spaces | Faculty | 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 | Staggered student schedules | | | | No |
| Other social distancing and safety practices | Limit the amount of "roaming" and use outdoor area when applicable | SAME | Faculty | N/A | No |

Monitoring Student and Staff Health

Key Questions - Answer each question briefly and complete chart with detailed plan.

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 members of the Nativity BVM school community, upon entrance will be greeted in the lobby of the school to have their temperature taken with the infrared thermometer. During this time, all school community members will be asked specific questions as it related to recent travel outside of the county or state as well as overall health concerns (mentally, physically & spiritually) - essentially a pre-screening to ensure that members within the school community are healthy and present no safety concern to themselves or others within the school building.

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)?

- A daily survey will be developed and sent to parents for them to complete & submit at home prior to sending their child to Nativity BVM High School. Should the parent neglect to complete the form, the school will take the necessary precautions and conduct the pre-screening process at 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?

- Any Nativity BVM school member (student, faculty, staff, volunteer or board member) who conveys or displays any symptoms of illness - whether through the pre-screening or otherwise will be immediately isolated from the population in either the building principal's side office or in the Student Affairs office (located on the first floor) in which the door will be immediately closed for privacy of the school community member. When all community members are in their respective classrooms and offices, the individual will be immediately transferred to the Nurse's office (located on the second floor). Nativity BVM will utilize one pathway (stairwell) to navigate the individual to the Nurse's office during which time the building's Maintenance Supervisor (while wearing PPE) will utilize the Motoscrubber to immediately disinfect any area where the known individual has been. Immediate contact will be made with the family of the individual to schedule a time for pick up or notification of release from school/work for those that can drive in which the same procedure will happen to disinfect all areas upon the individual's departure from school.

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

Building Administration (Principal, Dean of Students, Athletic Director or Chaplain) will be the first in the decision process for making any and all decisions regarding quarantine or isolation. In the event that all of the above may be absent or off campus, the Studies Director or the Advancement/Development Director will be the next individuals to make the decision for quarantine or isolation requirements for students and staff.

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?

Any and all school community members confirmed to have COVID-19 will need to be quarantined for 14 calendar days from school. They must go to a medical professional's office and receive a note documenting that they are symptom free and able to return to school. The note should be faxed or emailed to the school prior to the individual returning to school. In the event of a student, remote learning will be provided so that the student can keep pace with his academics. Staff members will be asked to provide lesson plans to the Studies Director so that he may furnish them to the substitute accordingly.

Staff who are unable or uncomfortable to return to school will be address on a case by case basis.

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

Any and all school community members confirmed to have COVID-19 will need to be quarantined for 14 calendar days from school. They must go to a medical professional's office and receive a note documenting that they are symptom free and able to return to school. The note should be faxed or emailed to the school prior to the individual returning to school (students cannot return the day they receive the note but must wait additional day prior to return). Students who express concerns about a return to school will be addressed with families on a case by case basis.

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?

Through the use of the One Call system as well as email communication all members of the Nativity BVM school

through the use of the One Call system as well as email communication, all members of the Nativity, PA school community will be informed when an illness or exposure to COVID-19 or any other infectious disease has been presented within the school building or school community. All stakeholders will be provided with details on how this any all cases

presented will be addressed concerning the safety and well-being of all school community members. Changes/modifications to the Health and Safety Plan will be documented within the communication.

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?

- o All faculty & staff members along with a minimum of one athletic coach per sport will be trained via an online training module prior to August 17, 2020. All faculty & staff members along with one athletic coach will be tested and upon a passing score (96) will be certified for 2 years.
- o All students will receive basic information and training regarding social distancing practices, including proper hygiene on Monday, August 31 (Freshman), and Tuesday, September 1 (Upperclassmen) during the first week of school.
- o Daily announcements over the PA system will remind students to practice social distancing.

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 | Student and staff will have temperature taken daily along with a prescreening | SAME | Administration | Infrared thermometer | No |
| Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | Students & staff that are ill will report to the office, in which the quarantine room will be the side office located across from the principal's office. A log of all students, faculty and staff will be kept on file for exposure. | SAME | Administration | N/A | No |
| Returning isolated or quarantined staff, students, or visitors to school | Medical clearance required for any individual to return following quarantine | SAME | Administration | N/A | No |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | One call and email system will be utilized to inform and update stakeholders. | SAME | Administration | N/A | No |
| Other monitoring and screening practices | Survey monkey and emailed to parents/students to address concerns, comfort, recent travel, etc. | SAME | Administration | N/A | No |

Other Considerations for Students and Staff

Key Questions - Answer each question briefly and complete chart with detailed plan.

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

- o In accordance with the CDC, local municipality health office and the Diocese of Allentown, all staff will be required to follow the guidelines as set forth by all above entities as documented.

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

- o Students and staff that are identified as higher risk for illness will be assessed on a case by case basis with the

necessary accommodations (seating, PPE, etc.) will be considered in providing a safe learning/teaching environment.

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

o Nativity BVM High School will work with retired staff and furloughed teachers with current clearances and in good standing to develop a substitute pool for coverage. Teachers along with the Dean of Students may be required to also provide coverage for classes in the event the substitute pool is low.

o Nativity BVM High School will also work with IU 29 guest teacher program in efforts to have additional certified individuals for substitute in the classroom.

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?

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 | All staff & students will be issued Nativity mask which will be treated as part of their uniform for students. Faceshields and other disposable mask will also be accessible in the event someone where to lose, misplace or forget . | SAME | | | |
| Use of face coverings (masks or face shields) by all staff | faculty and staff will be required to where mask/shield in the hallways and other common places | Staff and Faculty will wear a face covering . Mask/Shield will be required if social distancing cannot be practiced | All school employees | mask & face shields | No |
| Use of face coverings (masks or face shields) by older students (as appropriate) | Mask must be worn | In the event that social distancing cannot be practiced, mask will be required | All school employees | | No |
| Unique safety protocols for students with complex needs or other vulnerable individuals | School will work with parents on a plan and have open conversation regarding comfort and what accommodations will be necessary. | SAME | | | |
| Strategic deployment of staff | Building Administration will coordinate with faculty & staff to ensure that signage is up, individuals are positioned to provide support and reminders to each other about our plan, protocols and procedures. Staff will be positioned around the building to cover stations (lobby, hallway, cafeteria and other areas). | SAME | All school employees | N/A | 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.

Professional Development Topic

| | Session Topic | Audience | Lead Person & Position | Session Format | Materials, Resources, and/or Supports Needed | Start | End |
|---|---|----------|---------------------------|------------------------|--|-------|------|
| 1 | Infectious Control Training | Staff | Administration | online | laptop/computer/internet | 7/15 | 8/17 |
| 2 | Bloodborne Pathogens | Staff | Trainer/Athletic Director | in-person | computer/laptop/packet | 8/24 | 8/28 |
| 3 | COVID-19 Prep Plan | Staff | Administration | online | computer/laptop/internet | 6/22 | 8/30 |
| 4 | CDC/WHO/Dept. of Education/Diocese of Allentown | Staff | Administration | online/email/in-person | computer/email/internet | 8/1 | 8/31 |
| 5 | | | | | | | |
| 6 | | | | | | | |

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, Schools should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Plan Communications

| Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
|-------|----------|--------------------------|------------------------|------------|-----------------|
|-------|----------|--------------------------|------------------------|------------|-----------------|

| | Topic | Audience | Position Lead Person and Position | Mode of Communications | Date Start Date | Date Completion Date |
|---|-------------|---|---|---|-----------------------|----------------------------|
| 1 | Upda tes | All Stakeholders of Nativity BVM High School | Administration | one call/school website/social media | 8/15 | continuous |
| 2 | | | | | | |
| 3 | | | | | | |
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| 6 | | | | | | |

Health and Safety Plan Summary

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. Schools 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 Protocol: Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

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 | Following CDC & PA Dept. of Health , students will be spaces 6 feet per desk in the green phase and 6 feet in the yellow phase. |
| Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | With the addition of more tables spaced 6 feet apart in the cafeteria, students will be limited to 4 individuals per table (MAX). Additional options may include students bringing a bagged lunch and eating in the classroom or outdoor lunch when weather permits. |
| Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | Upon arrival into the building, students will be required to wash their hand with hand sanitizer and upon entrance to each room they transition to during the day while in the school building. |
| Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs | COVID-19 signage will be purchased and displayed throughout the school in addition to school staff creating their own signage for all levels in the building in which they will be displayed. |
| Handling sporting activities through formal "Return to Play Plan". | The "Return to Play Plan" will outline specifics protocols for each sport during its respective season. The Athletic Director will be responsible to disseminating the information to all head coaches and trainer to assure compliance to the plan. |
| Limiting the sharing of materials among students | Students will be discouraged from sharing materials from one another. A specific parent communication will detail the necessary supplies a student will need for the 2020-2021 school year. Supplies and other school related items a student may need will be able to be accessed in the main office or school store during the school day, in which the student will keep once issued. |

Strategies, Policies & Procedures

| | |
|--|--|
| Staggering the use of communal spaces and hallways | Students would be dismissed from class in small groups (no more than one row at a time). Signage will be posted instructing students to enter in from one end of the classroom or stairwell and another designation for exit. |
| Adjusting transportation schedules and practices to create social distance between students | Nativity BVM will work with each sending school district to develop an appropriate plan which will keep all bus riders safe and comply with CDC & Department of Education guidelines. Parent pickup and dropoff will be encouraged and student drivers will be provided with approximate time period by grade to arrive on campus. |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | Students will be spaced 6 feet apart. All labs will require a reservation and students will be spaced accordingly within those rooms. No collaborative work will be conducted until clearance or other understanding has been established to minimize the risk for students and staff. |
| 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 |
| Other social distancing and safety practices | Staggered dismissal from class, PPE for all students and staff, utilizing outdoors when the weather permits, reduce the amount of students using the restroom during lunch |

Monitoring Student and Staff Health

Strategies, Policies & Procedures

| | |
|---|---|
| Monitoring students and staff for symptoms and history of exposure | A prescreening process will transpire each morning of school which will include a temperature check and a log developed for each student and staff member to be kept in the main office. |
| Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | Administrative office space (1st floor) will be used in the isolation of any member of the Nativity BVM community who displays symptoms of illness and it will be recorded in a daily log book to be kept in the main office. |
| Returning isolated or quarantined staff, students, or visitors to school | School personnel will be in contact and work with staff, students or visitors to return to school safely. The guidance counselor will play a key role in getting students back to school while administration will work with all staff members on a custom plan to assure a safe and healthy return. A staff member will be designated and working with volunteers to coordinate a safe return. All school community members must be cleared by a medical doctor and proof must be submitted prior to any return to school. |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | School administration will utilize the one call system, social media (Facebook) and email to provide updates to families |

Other Considerations for Students and Staff

Strategies, Policies & Procedures

| | |
|---|---|
| Protecting students and staff at higher risk for severe illness | Plans for students and staff at high risk will be developed on a case by case basis. |
| Use of face coverings (masks or face shields) by all staff | Staff will be educated on the purpose of mask and highly recommended to wear them when mixed with the student population. |
| Use of face coverings (masks or face shields) by older students (as appropriate) | Students will be required to wear mask when transition from class to class. This will become a part of the school uniform. |
| Unique safety protocols for students with complex needs or other vulnerable individuals | For students, parents along with their PCP will assist in development of a plan. |
| Strategic deployment of staff | Staff will be positioned during the school day to take temperatures and conduct the prescreen in the morning, support in the staggered arrival and dismissal of student drivers, monitor to ensure students are in compliance with all Nativity BVM policies and procedures as set within the health and safety plan. |

Health and Safety Plan Affirmation Statement

The Office of Education for the Diocese of Allentown Catholic Schools received this plan from the below named School representative on the date provided.

School

Nativity BVM High School

Date

Aug 14, 2020

This plan has been reviewed and approved by the undersigned.

Name

Date