



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: **Urban Academy of Greater Pittsburgh Charter 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?

- 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 24, 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)
Brandon D. Coney	Chief Operating Officer	Pandemic Coordinator
K. Chase Patterson	Chief Executive Officer	Both
Angelique Drakeford	Principal & Chief Academic Officer	Both
Debra Reed	School Nurse	Both

Jeremie Thomas	Facilities Director	Both
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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:

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)	<p>Cleaning, sanitizing, and disinfecting will occur daily on a developed schedule every 2 hours for drinking fountains and restrooms.</p> <p>Cleaning, sanitizing, disinfecting, and ventilating will occur in learning spaces, drinking fountains, restrooms, hallways, and common areas at the end of each day</p>	<p>Cleaning, sanitizing, and disinfecting will occur daily on a developed schedule every 2 hours for drinking fountains and restrooms.</p> <p>Cleaning, sanitizing, disinfecting, and ventilating will occur in learning spaces, drinking fountains, restrooms, hallways, and common areas at the end of each day</p>	Jeremie Thomas, Facilities Director	We have procured sanitizing and ionizing equipment which will be used daily to clean the facility. Also have amassed a stockpile of cleaning solutions to be used which meet OSHA & CDC requirements for COVID-19	N

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 cleaning, sanitizing, disinfecting, and ventilation practices					

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:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>We will be using a hybrid model, with two cohorts, where one is in the building and the other is receiving the same instruction virtually. This allows the classroom desks to be situated at the recommended 6 feet of separation and will also reduce traffic in common areas.</p>	<p>We will be using a hybrid model, with two cohorts, where one is in the building and the other is receiving the same instruction virtually. This allows the classroom desks to be situated at the recommended 6 feet of separation and will also reduce traffic in common areas.</p>	<p>Jeremie Thomas, Facilities Director</p>	<p>Additional technology for take home usage by students</p>	<p>N</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Co-Teachers will grab bagged meals from cafeteria and deliver to their respective classrooms.</p>	<p>Meals will either be delivered to the classroom or there will be a staggered schedule to where students will come down to the cafeteria to receive their food and then proceed back to their classroom to eat.</p>	<p>Brandon D. Coney, Chief Operating Officer</p>	<p>Purchase carts for usage in each classroom for meal delivery</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Schedules will be created allowing for additional time for both restroom breaks and handwashing. Hand sanitizers will be placed in each classroom, hallways, and common areas</p>	<p>Schedules will be created allowing for additional time for both restroom breaks and handwashing. Hand sanitizers will be placed in each classroom, hallways, and common areas</p>	<p>Brandon D. Coney, Chief Operating Officer</p>	<p>Additional hand sanitizer machines</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signage will be placed in hallways, classrooms, restrooms, and other common areas that promote everyday protective measures and how to stop the spread of germs.	Signage will be placed in hallways, classrooms, restrooms, and other common areas that promote everyday protective measures and how to stop the spread of germs.	Brandon D. Coney, Chief Operating Officer	Signage	N
* Identifying and restricting non-essential visitors and volunteers	Only school personnel and students will be permitted into the building without an appointment. All appointments will be staggered to reduce the number of people in the building at one time. Parents will not be allowed to enter the building unless it is for a medical emergency	Only school personnel and students will be permitted into the building without an appointment. All appointments will be staggered to reduce the number of people in the building at one time. Parents will not be allowed to enter the building unless it is for a medical emergency	Brandon D. Coney, Chief Operating Officer		Y
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	All physical education classes will be done virtually. Students either in the building or at home, will participate in physical education from their respective location via the physical education teacher via Zoom.	All physical education classes will be done virtually. Students either in the building or at home, will participate in physical education from their respective location via the physical education teacher via Zoom.	Angelique Drakeford, Principal & Chief Academic Officer		Y
Limiting the sharing of materials among students	Students will not be permitted to share materials. Students will be given their own supply bag exclusively for their own personal use.	Students will not be permitted to share materials. Students will be given their own supply bag exclusively for their own personal use.	Angelique Drakeford, Principal & Chief Academic Officer		Y

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)
Staggering the use of communal spaces and hallways	Schedule will be created that restricts the number of people in given communal spaces and hallways to adhere to spacing recommendations.	Schedule will be created that restricts the number of people in given communal spaces and hallways to adhere to spacing recommendations.	Brandon D. Coney, Chief Operating Officer		Y
Adjusting transportation schedules and practices to create social distance between students	Arrival and dismissal times will be staggered to reduce traffic and close contact to create and maintain social distancing.	Arrival and dismissal times will be staggered to reduce traffic and close contact to create and maintain social distancing.	Brandon D. Coney, Chief Operating Officer	Cooperation with local LEA's that provide transportation for our school	Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classrooms will have no more than 15 students and no more than 3 adults will be permitted at any time.	Classrooms will have no more than 15 students and no more than 3 adults will be permitted at any time.	Angelique Drakeford, Principal & Chief Academic Officer		Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	We will coordinate with existing and potential childcare providers to meet any additional needs and convey necessary information regarding our schedule, policies and procedures.	We will coordinate with existing and potential childcare providers to meet any additional needs and convey necessary information regarding our schedule, policies and procedures.	Danielle Thomas, School Social Worker		Y
Other social distancing and safety practices					

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:

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	Everyone entering the building will have their temperature taken via temporal thermometer. Anyone with a temperature above 100.4°, or if they are exhibiting any signs or symptoms, will not be permitted to enter the building	Everyone entering the building will have their temperature taken via temporal thermometer. Anyone with a temperature above 100.4°, or if they are exhibiting any signs or symptoms, will not be permitted to enter the building	Deborah Reed, School Nurse	Temporal thermometers which have been acquired	Y

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	If anyone exhibits any signs or symptoms or demonstrate a history of exposure, they will be required to adhere to a minimum 14 (FOURTEEN) day quarantine period and will not be permitted to enter the building during the quarantine period.	If anyone exhibits any signs or symptoms or demonstrate a history of exposure, they will be required to adhere to a minimum 14 (FOURTEEN) day quarantine period and will not be permitted to enter the building during the quarantine period.	Deborah Reed, School Nurse		Y
* Returning isolated or quarantined staff, students, or visitors to school	After the respective quarantine period has expired, if no signs or symptoms exist, they will be permitted to enter the building.	After the respective quarantine period has expired, if no signs or symptoms exist, they will be permitted to enter the building.	Deborah Reed, School Nurse		Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	We will use our School Reach Messenger system, emails, texts, Class Dojo, and letters home to notify the community of any school closures and within-school-year changes in safety protocol.	We will use our School Reach Messenger system, emails, texts, Class Dojo, and letters home to notify the community of any school closures and within-school-year changes in safety protocol.	K. Chase Patterson, Chief Executive Officer		Y
Other monitoring and screening practices	At the time of arrival and departure, students will have their temperatures taken. If they have a temperature above 100.4°, they will not be permitted to enter the building or ride the bus and a family member will be required to pick them up for transport.	At the time of arrival and departure, students will have their temperatures taken. If they have a temperature above 100.4°, they will not be permitted to enter the building or ride the bus and a family member will be required to pick them up for transport.	Deborah Reed, School Nurse	Temporal thermometers which have been acquired	Y

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:

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	In the event a student(s) or staff member(s) has been identified as high risk for severe illness, they will be permitted to learn or work remotely upon request to not endanger their health and wellbeing.	In the event a student(s) or staff member(s) has been identified as high risk for severe illness, they will be permitted to learn or work remotely upon request to not endanger their health and wellbeing.	Deborah Reed, School Nurse		Y
* Use of face coverings (masks or face shields) by all staff	All staff will be required to wear masks while in the building.	All staff will be required to wear masks while in the building.	Brandon D. Coney, Chief Operating Officer	School will provide reusable masks to all staff members. Will have disposable masks on site in the event staff does not bring theirs with them.	Y

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)	All students will be required to wear masks while in the building.	All students will be required to wear masks while in the building.	Brandon D. Coney, Chief Operating Officer	School will make reusable masks available for purchase and will have disposable masks on site in the event a student does not bring theirs with them.	Y
Unique safety protocols for students with complex needs or other vulnerable individuals	The Pandemic Response Team will work collaboratively with the faculty, staff and families to identify and ensure that all students with complex needs have protocols in place that have been shared and communicated with all appropriate individuals.	The Pandemic Response Team will work collaboratively with the faculty, staff and families to identify and ensure that all students with complex needs have protocols in place that have been shared and communicated with all appropriate individuals.	K. Chase Patterson, Chief Executive Officer		Y
Strategic deployment of staff	We have identified staff members who may not be required to be in the building during traditional hours/schedule. This will reduce the total number of staff and people in the building at any given time.	We have identified staff members who may not be required to be in the building during traditional hours/schedule. This will reduce the total number of staff and people in the building at any given time.	K. Chase Patterson, Chief Executive Officer		Y

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
What You Need to Know	Staff	Brandon D. Coney	Online and in-person	https://www.vectorsolutions.com/about-us/vector-cares/coronavirus/	August 17, 2020	August 21, 2020
Managing Stress & Anxiety	Staff	Brandon D. Coney	Online and in-person	https://www.vectorsolutions.com/about-us/vector-cares/coronavirus/	August 17, 2020	August 21, 2020
Cleaning & Disinfecting Common Spaces	Staff	Brandon D. Coney	Online and in-person	https://www.vectorsolutions.com/about-us/vector-cares/coronavirus/	August 17, 2020	August 21, 2020
CDC Guidelines for Using Cloth Face Masks	Staff	Brandon D. Coney	Online and in-person	https://www.vectorsolutions.com/about-us/vector-cares/coronavirus/	August 17, 2020	August 21, 2020
Reopening Your Organization	Staff	Brandon D. Coney	Online and in-person	https://www.vectorsolutions.com/about-us/vector-cares/coronavirus/	August 17, 2020	August 21, 2020
Welcoming Children Back to School During Covid-19	Staff	Brandon D. Coney	Online	https://www.eventbrite.com/e/welcoming-children-back-to-school-during-covid-19-tickets-109624235038	July 9, 2020	July 9, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Employment and Labor Considerations During and Post-COVID-19 Pandemic	Administration	Brandon D. Coney	Online	https://www.eventbrite.com/e/employment-and-labor-considerations-during-and-post-covid-19-pandemic-tickets-109650272918	July 28, 2020	July 28, 2020
Flattening the Digital Divide Curve: Implementing Blending Learning to Maximize Program Flexibility Presented by: Lincoln Learning Solutions	Staff	Brandon D. Coney	Online	https://www.eventbrite.com/e/flattening-the-digital-divide-curve-implementing-blending-learning-tickets-110777769290	August 11, 2020	August 11, 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 Health & Safety Plan	Community	K. Chase Patterson	Mailing	August 3, 2020	August 3, 2020
Reopening Health & Safety Plan	Community	K. Chase Patterson	Zoom Meeting	August 10, 2020	August 10, 2020

Health and Safety Plan Summary: **Urban Academy of Greater Pittsburgh Charter School**

Anticipated Launch Date: **August 1, 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>	<ul style="list-style-type: none"> • Cleaning, sanitizing, and disinfecting will occur daily on a developed schedule every 2 hours for drinking fountains and restrooms. • Cleaning, sanitizing, disinfecting, and ventilating will occur in learning spaces, drinking fountains, restrooms, hallways, and common areas at the end of each day

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> • We will be using a hybrid model, with two cohorts, where one is in the building and the other is receiving the same instruction virtually. This allows the classroom desks to be situated at the recommended 6 feet of separation and will also reduce traffic in common areas. • Co-Teachers will grab bagged meals from cafeteria and deliver to their respective classrooms. • Schedules will be created allowing for additional time for both restroom breaks and handwashing. Hand sanitizers will be placed in each classroom, hallways, and common areas • Signage will be placed in hallways, classrooms, restrooms, and other common areas that promote

Requirement(s)	Strategies, Policies and Procedures
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>everyday protective measures and how to stop the spread of germs.</p> <ul style="list-style-type: none"> • Only school personnel and students will be permitted into the building without an appointment. All appointments will be staggered to reduce the number of people in the building at one time. Parents will not be allowed to enter the building unless it is for a medical emergency • All physical education classes will be done virtually. Students either in the building or at home, will participate in physical education from their respective location via the physical education teacher via Zoom. • Students will not be permitted to share materials. Students will be given their own supply bag exclusively for their own personal use. • Schedule will be created that restricts the number of people in given communal spaces and hallways to adhere to spacing recommendations. • Arrival and dismissal times will be staggered to reduce traffic and close contact to create and maintain social distancing. • Classrooms will have no more than 15 students and no more than 3 adults will be permitted at any time. • We will coordinate with existing and potential childcare providers to meet any additional needs and convey necessary information regarding our schedule, policies and procedures.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> • Everyone entering the building will have their temperature taken via temporal thermometer. Anyone with a temperature above 100.4°, or if they are exhibiting any

Requirement(s)	Strategies, Policies and Procedures
<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>signs or symptoms, will not be permitted to enter the building</p> <ul style="list-style-type: none"> • If anyone exhibits any signs or symptoms or demonstrate a history of exposure, they will be required to adhere to a minimum 14 (FOURTEEN) day quarantine period and will not be permitted to enter the building during the quarantine period. • After the respective quarantine period has expired, if no signs or symptoms exist, they will be permitted to enter the building. • We will use our School Reach Messenger system, emails, texts, Class Dojo, and letters home to notify the community of any school closures and within-school-year changes in safety protocol. • At the time of arrival and departure, students will have their temperatures taken. If they have a temperature above 100.4°, they will not be permitted to enter the building or ride the bus and a family member will be required to pick them up for transport.

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>	<ul style="list-style-type: none"> • In the event a student(s) or staff member(s) has been identified as high risk for severe illness, they will be permitted to learn or work remotely upon request to not endanger their health and wellbeing. • All staff will be required to wear masks while in the building. • All students will be required to wear masks while in the building. • The Pandemic Response Team will work collaboratively with the faculty, staff and families to identify and ensure that all students with complex needs have protocols in

Requirement(s)	Strategies, Policies and Procedures
Strategic deployment of staff	<p>place that have been shared and communicated with all appropriate individuals.</p> <ul style="list-style-type: none"> • We have identified staff members who may not be required to be in the building during traditional hours/schedule. This will reduce the total number of staff and people in the building at any given time.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **The Urban Academy of Greater Pittsburgh Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 26, 2020**.

The plan was approved by a unanimous vote of:

Yes (10/10 Board of Directors)

No (0/10 Board of Directors)

Affirmed on: **June 26, 2020**

By:



(Signature of Board President)*

Marita Bradley

(Printed Name of Board President)*

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.