



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: **Independence Charter School West**

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): January 19, 2021.

Summary of Responses to Key Questions:

ICS West's plan for reopening balances the health and safety of our students, families and staff and getting all into the classroom as safely and quickly as possible. These decisions do not come lightly and we recognize the need for and have included input from all stakeholders (staff, students, and families). As we move forward we will continue to engage our community as we thoughtfully consider resuming in-person learning.

We anticipate that this plan will evolve as we receive updated guidance from local, state, and federal authorities as well as additional feedback from staff, students, and families. ICS West is committed to using all available data to make the most informed decisions regarding safely reopening for in-person learning.

Guidance from the Philadelphia Department of Public Health will be used to determine the closure of ICS West, once reopened, in the event of a suspected or confirmed case of COVID-19.

To ensure open and transparent communication, ICS West will engage its community through surveys, focus groups, weekly updates, virtual community -wide meetings, as well as use of its website in posting information and updates.

ICS West is planning to start the school year for all students in 100% remote learning, and phasing into a hybrid model. Phasing in students through the hybrid model allows for a safer return to in-person learning and prioritizes students with the highest or most critical needs.

The hybrid model allows for small cohorts of students (10-12 per class) for in-person instruction at one-time and balances the need for in-person learning for all students on a designated day each week. Finally, when it is deemed safe, all students would return together for regular in-person learning.

Prior to the start of the school year, all staff will participate in virtual professional development focused on best practices in teaching and learning in a virtual environment. Additionally, students and families will receive training on how to use and engage in a virtual learning environment.

ICS West prides itself on high-quality teaching and learning and this year will be no exception. The instructional model will focus on the PA Common Core Standards with emphasis on connecting prior learning and rigorous instruction aligned with grade level standards.

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)
Sean Gallagher	admin	both; Coordinator
Dana Twyman	admin	both
Tracey Hill	admin	both
Kate Thompson	admin	both

Aquila Waller	admin	both
Alexis Vincent	admin	both
Julie Pickhaver	admin	both
Ramzy Andrawos	facilities	both
Neil Peters	staff	both
Custodian	facilities	Team
PTA	parents	Health and Safety Plan Development

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:

Before welcoming back staff and students, we will have completed a thorough cleaning and disinfecting of our entire campus. Independence Charter School West will be implementing guidelines for deep cleaning, disinfecting, and improved ventilation in accordance with best practices from the Centers for Disease Control, Philadelphia Department of Public Health, Pennsylvania Department of Education, and feedback from our staff and families. ICS is equipped with EPA registered COVID-19 virucide and disinfecting equipment/supplies to support increased cleaning protocols. Custodial staff will be trained in daily cleaning practices, enhanced disinfecting techniques and how to respond to emergency situations as they arise. Staff and students will also be trained on how to properly keep their work spaces safe and clean.

ICS West has purchased gallons of sanitizer, disposable masks (for adults and students), touchless hand sanitizer and soap dispensers, face shields (for adults and students), contactless thermometers, touchless disposal units, safety signage, and disposable gloves. We are in the process of securing orders for a thermal heat temperature sensor, sneeze guards for offices and all student desks, and two electrostatic sanitizing sprayers. In addition, ICS West is ensuring that each restroom is retro-fitted with touchless water faucets

The custodial team will continuously monitor and sanitize throughout the building using a cleaning/sanitizing checklist to be completed by the custodial staff responsible for the cleaning. All cleaning supplies will be labelled and stored properly throughout the day and all cleaning instruments will be sanitized daily.

- Cleaning of frequently touched surfaces (door knobs, door handles, door frames, railings, and water fountains) will be sanitized multiple times throughout the school day. As well as cleaning and sanitizing all the bathrooms.
- Handsanitizer will be provided in each classroom, outside bathrooms, at the main entrances, as well as throughout the hallway. Disinfecting wipes will also be available throughout the building.
- All water fountains will be disabled and staff and students will be encouraged to bring in their own water bottles from home.
- Upgrading all HVAC filters where possible to MERV 13, and increase the frequency of the change outs. Also increase the number of hours the fresh air make up units run to include at minimum 2 hours before the first person in the building and 2 hours after the last person leaves (Schedule will most likely be 4am to 10pm)
- All building staff will need to know the importance of hand sanitizing and keeping the surfaces disinfected and clean. TH

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)	<ul style="list-style-type: none"> ● Upgrade HVAC filters to Merve 13 ● Increase hours of fresh air makeup unit ● Increase daily sanitizing of all touchpoints (railings, door handles, desk, chairs, etc.) ● Sanitize bathrooms and other common areas on a rotating schedule. ● Limit use of water fountains to bottle fillers only ● Hallway markings to denote social distancing ● Social distancing on SDP and SEPTA provided transportation ● Use of PPE required (masks, gloves, face-shields) and hygiene practices required 	<ul style="list-style-type: none"> ● Upgrade HVAC filters to Merve 13 ● Increase hours of fresh air makeup unit ● Increase daily sanitizing of all touchpoints (railings, door handles, desk, chairs, etc.) ● Sanitize bathrooms and other common areas on a rotating schedule. ● Limit use of water fountains to bottle fillers only ● Hallway markings to denote social distancing ● Social distancing on SDP and SEPTA provided transportation ● Use of PPE required (masks, gloves, face-shields) and hygiene practices required 	Tracey Hill, Operations Manager	<p>Materials: Air Filters, sanitizing wands, cleaning and disinfecting supplies, PPE supplies</p> <p>Supports: Janitorial Cleaning Service, Oliver Mechanical, CDC Website, Cleaning/Sanitizing checklist, Covid-19 Cleaning Addendum, Covid-19 Cleaning Frequency Chart</p>	Y

<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<ul style="list-style-type: none"> • Daily cleaning and sanitizing of the entire school after the students have left for the day • Deep cleaning of the entire school every Friday • ICS West will follow the CDC guidance for cleaning and disinfecting the school 	<ul style="list-style-type: none"> • Daily cleaning and sanitizing of the entire school after the students have left for the day • Deep cleaning of the entire school every Friday • ICS West will follow the CDC guidance for cleaning and disinfecting the school 	<p>Tracey Hill, Operations Manager</p>	<p>Janitorial Cleaning Service</p> <p>Use of Electrostatic Sanitizing Sprayer</p>	<p>Y</p>
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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:

At ICS West, each classroom will be limited to 10-12 students based on each room's total usable square footage, with a six (6) foot perimeter to allow students and the teacher to be socially distanced per CDC guidelines. Each student will have their own supplies to discourage the sharing of resources. Throughout the day, touchpoints will be sanitized and an additional day porter will be hired.

Communal or congregate spaces (such as the staff break room, community room, etc.) will be used to help maintain social distancing and minimize the number of students in a classroom. The use of ICS West’s outdoor space will be scheduled to ensure that no two

groups of students are in the space at the same time. ICS West will implement games and activities which promote physical exercise and do not use shared equipment while social distancing. Similarly, travel throughout the building will be scheduled and staggered to prevent the overlap of groups using directional signage throughout the building.

In addition, students will have the opportunity for face covering breaks and students will be expected to wash their hands upon entering the school and during scheduled handwashing breaks. Timing of use of restrooms and other facilities will be monitored to minimize the number of students or staff in restrooms and hallways at any given time.

Training on the enhanced hygiene procedures will take place during August 2020 in-service for all staff, and during advisory for all students. Visitors to ICS West will be limited to only those deemed essential by the CEO. All visitors will be screened for COVID-related symptoms upon arrival. If symptoms are present visitors will not be permitted to enter the building.

Students who are provided transportation through the District’s Department of Transportation Services must be screened daily before leaving for school, wear a mask while riding a school bus, van or sedan/cab, use hand sanitizer before boarding the vehicle and sit in an assigned seat. All students and staff upon arrival will be screened for symptoms prior to entering the building. Any individual with symptoms will be required to leave as soon as possible. If the individual needs to wait for transportation, they will do so in a nurse monitored quarantine area.

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 have set up a mock classroom with a 6ft perimeter around the class and 6 feet apart for each child. This would allow us to have anywhere from 12-13 students per classroom based on the classroom size.</p> <p>Each student desk will have a clear three way desk barrier</p> <p>Floor decals will be used to reinforce social distancing</p>	<p>We have set up a mock classroom with a 6ft perimeter around the class and 6 feet apart for each child. This would allow us to have anywhere from 12-13 students per classroom based on the classroom size.</p> <p>Each student desk will have a clear three way desk barrier</p> <p>Floor decals will be used to reinforce social distancing</p>	<p>Tracey Hill - Operations Manager</p>	<p>Desk Barriers</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>All meals will be prepackaged and brought up to the classroom where students will eat.</p> <p>There will be no traditional use of the cafe, however it may be a space that can be used for instruction.</p>	<p>All meals will be prepackaged and brought up to the classroom where students will eat.</p> <p>There will be no traditional use of the cafe, however it may be a space that can be used for instruction.</p>	<p>Linton's - FSM, Shakeerah Johnson - FSMC</p>	<p>Carts</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>All staff will be trained on healthy hygiene practices which will be modeled by staff and taught to our students</p> <p>There will be a schedule where classrooms are assigned to use the bathrooms, and wash hands. We are installing touchless hand sanitizer stations throughout the building, touchless soap dispensers in the bathrooms and will also have gallon pumps where needed. Hygiene reminder posters will be outfitted in bathrooms and throughout the building</p>	<p>All staff will be trained on healthy hygiene practices which will be modeled by staff and taught to our students</p> <p>There will be a schedule where classrooms are assigned to use the bathrooms, and wash hands. We are installing touchless hand sanitizer stations throughout the building, touchless soap dispensers in the bathrooms and will also have gallon pumps where needed. Hygiene reminder posters will be outfitted in bathrooms and throughout the building</p>	<p>Tracey Hill - Operations Manager</p>	<p>Ensure access to soap, sanitizer, water and paper towels are always available to encourage good hygiene</p> <p>Sanitizer, soap and signage</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Visual cues to enforce social distancing parameters, healthy hygiene practices and traffic flow</p> <p>This will be done before the students come back to school in guidance with CDC</p>	<p>Visual cues to enforce social distancing parameters, healthy hygiene practices and traffic flow</p> <p>This will be done before the students come back to school in guidance with CDC</p>	<p>Tracey Hill - Operations Manager</p>	<p>Signage</p>	<p>N</p>
<p>* Identifying and restricting non-essential</p>	<p>All visitors and volunteers will need to be cleared by the CEO at least 48 hours before their</p>	<p>All visitors and volunteers will need to be cleared by the CEO at least 48 hours before their</p>	<p>Sean Gallagher - CEO</p>		<p>N</p>

visitors and volunteers	scheduled time to limit movement in the building	scheduled time to limit movement in the building			
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>Delineate distance parameters and flow paths in outdoor spaces that could be used by students</p> <p>Implement a recess schedule that provides for social distancing in the outdoor space and ensures students remain with their cohort of students.</p> <p>Implement games and activities which promote physical exercise and do not use shared equipment</p>	<p>Delineate distance parameters and flow paths in outdoor spaces that could be used by students</p> <p>Implement a recess schedule that provides for social distancing in the outdoor space and ensures students remain with their cohort of students.</p> <p>Implement games and activities which promote physical exercise and do not use shared equipment</p>	Kathryn Thompson -Assistant Principal	Signage: floor and wall decals, tape markers to denote 6 feet of distance Recess Schedule	
Limiting the sharing of materials among students	Each student will have their own supplies, and where not possible such as art, these would be sanitized before each classroom	Each student will have their own supplies, and where not possible such as art, these would be sanitized before each classroom	Kathryn Thompson-Assistant Principal	N/A	N
Staggering the use of communal spaces and hallways	Schedule each cohort's movement throughout the building (restroom breaks, recess, arrival/dismissal, etc.)	Schedule each cohort's movement throughout the building (restroom breaks, recess, arrival/dismissal, etc.)	Kathryn Thompson-Assistant Principal	Class Schedules	N
Adjusting transportation schedules and practices to create social distance between students	<p>Reinforce social distancing guidelines for District provided transportation</p> <p>Stagger arrival and dismissal times for students using private transportation</p>	<p>Reinforce social distancing guidelines for District provided transportation</p> <p>Stagger arrival and dismissal times for students using private transportation</p>	Susan Mcallister - Transportation Coordinator	SDP Office of Transportation; Arrival/Dismissal Schedule	N
Limiting the number of individuals in classrooms and other learning spaces, and	Establish 6ft perimeter around the class and 6 feet apart for each child	Establish 6ft perimeter around the class and 6 feet apart for each child	Kathryn Thompson-Assistant Principal; Tracey Hill-Operations Manager	None	N

interactions between groups of students	Limit class size to 10-12 students per room, depending on usable square feet Face all desk in one direction	Limit class size to 10-12 students per room, depending on usable square feet Face all desk in one direction			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	ICS West will coordinate with the local childcare/after school providers regarding available care, transportation and protocol changes on the days students have in-person learning. On the days students are digital, families will have to coordinate childcare.	ICS West will coordinate with the local childcare/after school providers regarding available care, transportation and protocol changes on the days students have in-person learning. On the days students are digital, families will have to coordinate childcare.	Autumn Nuebe-After School Coordinator	None	N
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 or 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:

All Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work. If they answer yes to any of the screening questions, they must refrain from coming to ICS West. Additionally, the nurse will be present daily during morning arrival to screen all staff and students for COVID-19 symptoms upon arrival.

All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who becomes sick while at ICS West will be sent home immediately. At the start of the school year, parents/guardians will be required to sign the COVID-19 School Health & Safety Agreement that affirms their commitment to keeping their children home when sick and to seeking appropriate medical care.

All staff and parents/guardians of students are required to notify the appropriate ICS West designee immediately if an employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

Employee Guidelines

All employees will be required to affirm they are symptom-free and have not had recent exposure to someone with COVID-19. Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent with, or if they are self-isolating due to suspected or known exposure to COVID-19 by emailing the Office of the CEO. If an employee develops any of the COVID-19 symptoms while at work they will be sent home immediately.

If an employee needs to be picked up, they will wait in a designated area for their ride.

If an employee develops the following symptoms while at work they will be sent home immediately:

- Fever of 100.4°F, cough or shortness of breath OR
- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell.
- If an employee needs to be picked up, they will wait in a designated area for their ride.

An employee who tests positive for COVID-19 must:

- Notify the Office of the CEO of the test results by emailing the Office of the CEO on the day of receipt.

The Office of the CEO will:

- Notify PDPH and provide the following information: employee's name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
- Collaborate with PDPH to identify all employees and contacts (i.e. visitors, students, contractors, etc.) who spent more than 15 minutes within 6 feet of the infected employee during the 48 hours before onset of symptoms and report the information to Employee Health Services.
- PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- Notify the Director of Operations to initiate cleaning protocols as per department guidelines.

When tested and determined to be COVID-19 positive, the employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- at least 3 days free of fever without the use of fever reducing medication AND

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

When tested and determined to be COVID-19 negative, the employee will return to work, unless the employee has other medical issues that require staying at home.

When symptomatic but COVID-19 testing was not completed, the employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- at least 3 days free of fever without the use of fever reducing medication AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath)
- A clinician has evaluated the employee and documented an alternative diagnosis and that the employee may return to work sooner than ten days.

Student Guidelines

If any of the following are true, the parent/guardian must keep the student at home and contact the school nurse for further instructions:

- Fever of 100.4 °F or greater, new onset of cough, or shortness of breath unrelated to a pre-existing condition.
- Two of the following symptoms: sore throat, chills, headache, muscle pain, loss of taste or smell.
- Close contact with a person diagnosed with COVID-19,

If a student develops any of the COVID-19 symptoms while at school they will be sent home immediately. All students will need to be picked up by an authorized adult. Students must wait in the designated area for their ride. ICS West will take the following steps:

- Teacher will inform school nurse by telephone prior to sending the child to the COVID-19 Health Room
- Student will be escorted by an adult (no student escorts) to the COVID-19 Health Room
- Nurse will perform appropriate assessment and documentation in student information system (SIS)

- Nurse will notify parent/guardian to pick up student
- Student will be escorted to designated entrance to meet parent/guardian
- Parents/guardians will be given instructions to contact their medical provider
- If a student receives transportation services, the office of transportation will be notified of the student's absence from school.
- No student who develops COVID-19 like symptoms defined above will be permitted to return home on the school bus or public transportation that day
- Nurse will follow up with family and document interaction

When tested and determined to be COVID-19 positive, the student will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- at least 3 days free of fever without the use of fever reducing medication AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath)

When symptomatic, tested and determined to be COVID-19 negative, the student will remain home until:

- The student meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication OR
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school

When symptomatic, but COVID-19 testing was not completed, the student will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- fever free without the use of anti-fever medications for three days AND
- symptoms are improving

- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school. If a student tests positive for COVID-19, the parent/guardian must notify the school nurse.

The student will:

- remain home until all of the following are true:
 - at least 10 days since the onset of symptoms AND
 - until fever free when off anti-fever medications for 3 days AND
 - symptoms are improving.

The School Nurse will:

- Notify PDPH and provide the following information: student's name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
- Collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within 6 feet of the infected student during the 48 hours before onset of symptoms and report the information to the Principal and Office of the CEO. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- Notify the Director of Operations to initiate cleaning protocols as per department guidelines.

Additionally, consistent with both notification requirements for other communicable diseases and legal confidentiality ICS will follow PDPS regulations for exposure to a communicable disease.

COVID-19 Exposure Notification

Should a positive COVID-19 case occur at ICS West, consistent with both notification requirements for other communicable diseases and legal confidentiality ICS will follow PDPS regulations for exposure to a communicable disease; the school nurse or the office of the CEO will notify the PDPH. All ICS West students, staff, and families who have been potentially exposed to a positive COVID-19

case will be notified. These notifications will be completed by administration, in consultation with the school nurse (for students) and the Office of the CEO (for staff), by phone with follow-up written correspondence which will include:

- If known, date of potential exposure
- Information on self monitor for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing.
- Return to school/work protocols when applicable
- Employee leave information – Families First Coronavirus Response Act

COVID-19 TESTING

Current guidance from the CDC and PDPH does not recommend testing of all students and staff prior to their initial return to school or work. Therefore, ICS West is not currently planning to offer or require COVID-19 testing of its students and employees prior to school opening. PDPH recommends testing in the presence of symptoms, and/or when an individual has been exposed to someone with COVID-19. ICS West will not conduct any on-site COVID-19 testing for those with symptoms or exposure to COVID-19. Staff and students' families should consult with their health care provider concerning further details on testing.

ICS West will focus its efforts on a comprehensive strategy to reduce the spread of COVID-19 that includes promoting good hygiene practices, maintaining healthy environments and operations, and providing and activating a plan when someone gets sick.

Training on the symptoms of COVID-19 and action steps regarding a suspected case will take place during August 2020 in-service for all staff. Guidelines for screenings and exposure will be shared with staff and parents/guardians.

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	<ul style="list-style-type: none"> • Temperature and COVID-19 symptom screening upon arrival 	<ul style="list-style-type: none"> • Temperature and COVID-19 symptom screening upon arrival 	Tracey Hill-Operations Manager; School Nurse	Thermometer	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> • Designate a COVID-19 Health Room; monitored by a School Nurse • Students are escorted to the COVID-19 Health Room by an authorized adult • Staff awaiting transportation do so in the COVID-19 Health Room 	<ul style="list-style-type: none"> • Designate a COVID-19 Health Room; monitored by a School Nurse • Students are escorted to the COVID-19 Health Room by an authorized adult • Staff awaiting transportation do so in the COVID-19 Health Room 	School Nurse	Room dividers, thermometer	Y
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> • Student or staff must remain home at least 10 days since the onset of symptoms • Student or staff must be at least 3 days free of fever without the use of fever reducing medication • Student or staff must have improvement in respiratory symptoms (e.g. cough, shortness of breath) • Student or staff must have a doctor's note in order to return to school/work 	<ul style="list-style-type: none"> • Student or staff must remain home at least 10 days since the onset of symptoms • Student or staff must be at least 3 days free of fever without the use of fever reducing medication • Student or staff must have improvement in respiratory symptoms (e.g. cough, shortness of breath) • Student or staff must have a doctor's note in order to return to school/work 	Neil Peters (staff only) School Nurse (Students)	ICS West website and email services	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> • Email to staff and families • Website Updates • Phone blast to families and staff • Text message to staff and families 	<ul style="list-style-type: none"> • Email to staff and families • Website Updates • Phone blast to families and staff 	Sean Gallagher - CEO	ICS West website and email services	N

Other monitoring and screening practices	N/A				
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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:

According to governor Wolf all people leaving their home in PA must wear facemasks.

Those students and staff who are immunocompromised and are at a higher risk bracket will be given the option to work virtually where possible.

We will hire a building substitute teacher who will participate in the same training that will be provided for our teachers. The leadership team will also facilitate classes as needed.

We have a Student Support Team made up of Counselors, Social-Emotional Learning Teacher, Student Support Specialists, and Non-Teaching Assistants. This team will provide support based on students’ and families’ needs as they relate to returning to school, engaging in the virtual learning process and accessing other resources.

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)
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* Protecting students and staff at higher risk for severe illness	virtual environment will be available	virtual environment will be available	Individual staff/parent decision	Technology already provided - chromebook, online tools	no
* Use of face coverings (masks or face shields) by all staff	By Law all persons in PA must wear a facemask when leaving the house.	By Law all persons in PA must wear a facemask when leaving the house.	teachers and nurses	masks	yes
* Use of face coverings (masks or face shields) by older students (as appropriate)	required by law	required by law	teachers and nurses	masks	yes
Unique safety protocols for students with complex needs or other vulnerable individuals	provide a virtual environment	Provide accommodations based on student and staff need. Communicate and follow the established safety protocol.	School Nurse, Administration and Special Education Team	Determined based on need	yes
Strategic deployment of staff	Administrator located in each building. School nurse will be in a location that allows for proper attention to care of students and staff.	Administrator located in each building. School nurse will be in a location that allows for proper attention to care of students and staff.	School Nurse and Administration	Deployment Plan	Yes

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
Covid -19 Employee Health and Safety Training	All Staff	Sean Gallagher - CEO	Virtual	Training Video and Resource Materials	8/12/20	
Nurses Office & Quarantine Room Operations	All Staff	Certified School Nurse	Virtual	Training Video and Resource Materials	prior to in-person	
Enhanced Cleaning Protocols	All Staff	Ned Dougherty - Spectrum Cleaning Co.	Virtual	Training Video and Resource Materials	prior to in-person	
COVID-19 Health and Safety Training/Orientation	Students and Families	Sean Gallagher - CEO	Virtual	Training Video and Resource Materials	Ongoing	Ongoing
Implementing the Health and Safety Plan	All Staff	Sean Gallagher - CEO	Virtual	Training Video and Resource Materials	prior to in-person	Ongoing
Using Remote Learning Tools	Staff, Students, Families	Dana Twyman-Principal	Virtual	Training Video and Resource Materials	8/13/20	Ongoing

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
Communicate Reopening Plan	Staff/families	Sean Gallagher, CEO	Email/Zoom	7/17/20	8/7/20
Share Health & Safety Plan & Solicit Feedback	Staff/families	Sean Gallagher, CEO/Dana Twyman, Principal	Email/Zoom	8/6/20	ongoing
Weekly Reopening Updates	Staff/families	Sean Gallagher, CEO/Dana Twyman, Principal	Email/Website/Zoom staff meeting	8/9/20	ongoing
Monthly Community Meeting	Parents/Guardians	Sean Gallagher, CEO/Dana Twyman, Principal	Email/Zoom	ongoing	ongoing

Health and Safety Plan Summary: **Independence Charter School West**

Anticipated Launch Date: November 30, 2020 (via hybrid in-person model)

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Use of PPE, social distancing and healthy hygiene practices are required</p> <p>We will follow CDC guidelines for cleaning and disinfecting</p> <p>Frequent cleaning and disinfecting of all bathrooms, touchpoints and any common areas on a schedule following a checklist plan</p> <p>Limit use of water fountains to bottle fillers only</p> <p>Use of Electrostatic Sprayer and disinfectant</p> <p>Implement ventilation plan by increasing hours of fresh air makeup unit and upgrade HVAC filters</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>We will space student desks 6 feet apart allowing us to have anywhere from 12-13 students per classroom based on the classroom size. Each student desk will have a clear three way desk barrier and floor decals will be used to reinforce social distancing.</p>

<ul style="list-style-type: none">* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes <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>Meals will be served in classrooms</p> <p>Use of larger spaces for instruction to increase social distancing</p> <p>The cafe and other congregate spaces will be used as alternative classroom spaces to ensure social distancing</p> <p>Each classroom will be scheduled to use the bathrooms and bottle fillers throughout the day</p> <p>Touchless hand sanitizer stations will be installed throughout the building</p> <p>Hand sanitizer will be available in each classroom and office</p> <p>Signage, floor and wall decals and colored tape will be installed to remind students and staff of the requirement to maintain six feet of social distancing, with cues for traffic flow through building entrances, exits, and other common areas</p> <p>All visitors and volunteers will need to be cleared by the CEO at least 48 hours before their scheduled time to limit movement in the building</p> <p>Delineate distance parameters and flow paths in outdoor spaces that could be used by students</p> <p>Implement a recess schedule that provides for social distancing in the outdoor space and ensures students remain with their cohort of students.</p> <p>Implement games and activities which promote physical exercise and do not use shared equipment</p>
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	<p>Each student has their own supplies, and where not possible such as art, these would be sanitized before each classroom</p> <p>Schedule each cohort's movement throughout the building (restroom breaks, recess, arrival/dismissal, etc.)</p> <p>Reinforce social distancing guidelines for District provided transportation</p> <p>Stagger arrival and dismissal times for students using private transportation</p> <p>Scheduled time for hand washing and we will have sanitizer in the classrooms, hallways, bathrooms and all common areas.</p> <p>Recess will follow the guidelines per the CDC and PDPH.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Parents/Guardians are required to screen students for COVID-19 symptoms prior to leaving their home</p>

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

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

ICSW will conduct temperature and COVID-19 symptom screening upon arrival and entry to school for all staff and students

Designate a COVID-19 Health Room; monitored by a School Nurse

If COVID-19 is suspected, students are escorted to the Nurses office for evaluation;

Student being sent home must be escorted to the COVID-19 Health Room by an authorized adult to await pick by an authorized adult

Staff with a suspected case of COVID-19 and awaiting transportation to leave, must do so in the COVID-19 Health Room

Student or staff must remain home at least 10 days since the onset of symptoms

Student or staff must be at least 3 days free of fever without the use of fever reducing medication

Student or staff must have improvement in respiratory symptoms (e.g. cough, shortness of breath)

Student or staff must have a doctor's note in order to return to school/work

Email, phone calls, text messages, and website updates will be used to keep staff, families, and the public updated on safety protocols and school closures

Documentation from a licensed medical professional is required for students and staff to return to school/work

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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> ● According to governor Wolf all people leaving their home in PA must wear facemasks. ● Those students and staff who are immunocompromised and are at a higher risk bracket will be given the option to work virtually where possible. ● We will hire a building substitute teacher who will participate in the same training that will be provided for our teachers. The leadership team will also facilitate classes as needed. ● We have a Student Support Team made up of Counselors, Social-Emotional Learning Teacher, Student Support Specialists, and Non-Teaching Assistants. This team will provide support based on students’ and families’ needs as they relate to returning to school, engaging in the virtual learning process and accessing other resources.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Independence Charter School West reviewed and approved the Phased School Reopening Health and Safety Plan on Thursday, November 12, at 6pm.

The plan was approved by a vote of:

Yes

No

Affirmed on: Friday, November 13, 2020.

By:

DocuSigned by:

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11/13/2020

(Signature of Board President)*

Gloria Shabazz

(Print 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.