



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.

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.

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Health and Safety Plan: Young Scholars of McKeesport 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? (SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 31, 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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Kamil Toprak	Admin	<ul style="list-style-type: none"> ● Plan Development and Response Team
Kelli Humphries	Admin	<ul style="list-style-type: none"> ● Plan Development and Response Team Pandemic Cordinator
Karen leong	Nurse	<ul style="list-style-type: none"> ● Plan Development and Response Team
Rachel Majcher	Nurse	<ul style="list-style-type: none"> ● Plan Development and Response Team
Maggie Long	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Danelle Conner	Admin	<ul style="list-style-type: none"> ● Plan Development and Response Team
Jayne O'Malley	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Selana Larko	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Britney Watkins	Asst. of Discipline Coordinator	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Ashley Barnes	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Dominick Nania	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Louren Foote	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Fatih Durmaz	Business Manager	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Daron Morfod	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development
Jayne O'Malley	Teacher	<ul style="list-style-type: none"> ● Health and Safety Plan Development

Renee Clouse	Teacher	● Health and Safety Plan Development
Senol Olcay	Teacher	● Health and Safety Plan Development
Matthew Rice	Teacher	● Health and Safety Plan Development
Cristine Balogh	Teacher	● Health and Safety Plan Development
Christine Paulicin	Teacher	● Health and Safety Plan Development
Tia Rossi	Teacher	● Health and Safety Plan Development
Brittany Chalk	Teacher	● Health and Safety Plan Development
Mariah Ferraco	Teacher	● Health and Safety Plan Development
Witney Larko	Teacher	● Health and Safety Plan Development
Jessica Sullivan	Teacher	● 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: The school building will be cleaned and sanitized frequently, including touched surfaces and objects throughout the school day. Cleaning tasks and schedules will be provided to the custodial staff to ensure all surfaces and spaces are being sanitized during the school day. The building will be sanitized at the end of each school day and will experience a deep cleaning on Wednesdays and weekends. All staff will be trained on cleaning and sanitizing procedures.

Requirements	Action Steps under Yellow/ Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Increase in Social Distancing & Hygiene Practices.</p> <p>Maintaining social distancing in classrooms (with 10-12 students per class), arrival, and dismissal.</p> <p>The School will follow the CDC's Guidance for Cleaning & Disinfecting Schools. https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html</p> <p>Use of facemasks and face shields.</p> <p>Minimum occupancy in bathrooms.</p>	<p>Administrative Team</p> <p>Custodial Staff</p> <p>Nurse</p> <p>Teachers</p>	<p>PPE (masks, face shields, gloves)</p> <p>Cleaning Supplies</p> <p>Cleaning Jobs and Schedules</p>	<p>Y</p>

	<p>Water fountains will be covered and turned off, except the one with only the auto-filling feature utilized to fill water bottles.</p> <p>Surfaces in the classroom will be cleaned multiple times a day, specifically before and after eating.</p> <p>Classrooms will be cleaned and disinfected once a day after school. Bathrooms will be cleaned and disinfected twice a day and a deep clean after school. Commonly touched places will be wiped every day.</p> <p>Prepackaged breakfast and lunch will be served in classrooms.</p> <p>Temperature checks will take place in the morning. If a staff member or student are experiencing symptoms, they will not be permitted to enter the building.</p> <p>All entrances/exits will be utilized during arrival and dismissal.</p>			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Each classroom will be equipped with sanitizing wipes. When students or staff leave the class, they are to disinfect their desk/area.</p>	<p>All Staff</p>	<p>Sanitizing wipes</p>	

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: Classroom and learning spaces will be organized to include distance between students. Desks and classroom furniture will be separated to include 6-feet between student desks. Students will be assigned a cohort and day(s) to report to the school building. Students will remain with their cohort for the entire day. Staff will travel to the rooms to provide instruction to each cohort. Schedules and procedures will be put in place to limit the number of students and staff who are using communal spaces such as the recess area, hallway and bathrooms. Classrooms will be provided hand sanitizer for use during the school day. Hand washing will also be done more frequently. To accommodate transportation needs, we will follow the guidelines set forth by the school districts we serve. Visitors and volunteers will not be permitted to enter the classroom. All visitors will be asked to check in with the front desk. Social distancing and other safety guidelines will be for all students and staff. In-school and virtual training will take place for staff, students and families to inform them of our procedures and guidelines. The school will be able to measure preparedness as it is observed that guidelines and procedures are being followed by

staff and students. Procedures and guidelines will have to be taught, modeled and practiced to ensure our staff and students are prepared.

Requirements	Action Steps under Yellow Phase/ Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Requir ed (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Students will be separated into cohorts. Each cohort will have an assigned room in the building. Staff will rotate to classrooms when necessary to limit the amount of movement in the building. Desks will be separated and identify individual work spaces.	Administrative Team	Tape Dividers Building Schedules	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Breakfast and lunch will be served in classrooms. Meals will be bagged and distributed in the classrooms.	Food Services	Prepackaged lunches Sanitizer and disinfectant wipes	Y
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Proper hand washing steps will be posted in bathrooms and hand-washing practices will be implemented throughout the school day.	School nurse, teachers	Posters and signs for proper hand washing, and covering mouth practices	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs will be posted around the building to provide a visual for hand-washing, how to maintain social distancing, and how to stop the spread of germs.	Custodians Staff Nurse Teachers	Posters- hand-washing, social distancing markers in the hallways and bathrooms, how to prevent the spreading of germs	N

* Identifying and restricting non-essential visitors and volunteers	Visitors and volunteers will not be permitted in classrooms. Families coming to school to pick up or drop off will have to enter the building with a mask and check-in at the front office	Administrative Team	Signage	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	A schedule will be created for each grade level and cohort to have recess at times throughout the day. Multiple spaces around the building can be utilized to maintain distance between students.	Assistant Principal Teachers	Recess Schedule	N
Limiting the sharing of materials among students	Each student will have a crate next to their assigned desk/seating area. The crate will hold all materials and supplies that are needed. Students will have their own designated supplies.	Classroom Teachers	Cleaning Supplies Individual Supply Boxes	N
Staggering the use of communal spaces and hallways	Use of communal spaces will be staggered. A limited number of students may be in common spaces at one time. Limited number of students will be present in all classrooms	Administrative Team	Scheduled times	N
Adjusting transportation schedules and practices to create social distance between students	Multiple entrances and exits will be utilized. Assigned entrances and exits will be established to limit the number of students using specific doorways. District level transportation rules and regulations will be utilized.	District-Level Contacts for Transportation Administrative Team School Nurse	Cleaning Supplies Temperature Checks	Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Teachers will be assigned a cohort of students. Each cohort will be assigned a classroom in the school. Students will remain in the same cohort and classroom throughout the school day; teachers will rotate.	Administrative Team Classroom teachers		N

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	No after school programming or extra curricular activities.	Administrative Team		N
Other social distancing and safety practices	Signs will be posted around the building to provide a visual for hand-washing, how to maintain social distancing, and how to stop the spread of germs.	Building custodians Nurse	Posters- hand-washing, social distancing markers in the hallway, how to prevent the spreading of germs	N

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: Students and staff will have daily no touch temperature checks upon entering the school building. Hand sanitizers will be utilized in every classroom and commonly used space. Students that exhibit a temperature of 100.4 or above will be escorted to the nurse and remain in the isolation room until a parent or guardian is able to pick them up. Staff that exhibit a temperature 100.4 or above will be sent home immediately. YSMCS will follow guidelines from the CDC and Allegheny Health Department for isolation or quarantining students, staff and visitors. Any person who shows up with symptoms or who has come in contact with a person who is symptomatic, will be isolated and placed in the isolation room. YSMCS will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home. YSMCS will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work. The school’s Health and Safety Plan and any updates will be posted to YSMCS website. Messages through email, class dojo, robocall will be sent home when changes with the safety plan occur.

Requirements	Action Steps under Yellow / Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Requi red (Y/N)
* Monitoring students and staff for symptoms and history of exposure	Daily No touch temperature checks upon arrival for staff, students and visitors. Any student with a temp of 100.4 or above will remain with the School Nurse in an isolation room and family will be contacted immediately to	Nurse Administrative Team Designated staff person	Posters and signage	Y

	<p>retrieve the student. Staff members who are noted to have a temp of 100.4 or above will be sent home immediately. Both students and staff must be fever free 24hrs prior to returning, without the use of fever reducing medications.</p> <p>If a student shows symptoms but has not been tested for COVID-19, they will be required to remain home and utilize the online learning program. The parent is encouraged to seek guidance from their healthcare provider and follow CDC guidance for caring for oneself and others. They should not return to school until they are symptom-free for 24 hours.</p> <p>Educate families on how to keep the school updated about signs of illness or exposures while at home.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Follow guidelines per CDC- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick will go home or to a healthcare facility and follow CDC guidance for caring for oneself and others who are sick.</p> <p>Identify the confirmed person, assess the risk, up to 14 days of closing the cohort/school building for cleaning.</p> <p>Follow ACHD guidelines. Notify parents as needed.</p> <p>Any student or staff that have tested positive for COVID must quarantine for 14 days and must be symptom-free before returning to school.</p> <p>YSMCS will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home.</p> <p>YSMCS will work with the county and state health departments in</p>	<p>Nurse Administrative Team</p> <p>ACHD/CDC Guidelines</p>		<p>Y</p>

	<p>order to determine procedures related to the individual case that will include notifying the staff and families of a possible case while maintaining confidentiality consistent with applicable federal and state privacy laws.</p> <p>Visitors and volunteers will not be permitted in classrooms. Families coming to school to pick up or drop off will have to enter the building with a mask and check-in at the front office.</p>			
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>YSMCS will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.</p> <p>Students, staff, and visitors shall resume returning to school campus when CDC/ACHD guidelines for COVID-19 symptom resolution have been met and/or student or staff's own provider has provided consultation or written note of consultation for return to school.</p>	Nurse		Y
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>YSMCS will post the Health and Safety plan and any updates on YSMCS website.</p> <p>Messages through email, class dojo, and robocall will be sent home when changes with safety plan occur. School closures' decision will be made based on the recommendation from The Allegheny County Health Department</p>	Nurse Administration		
<p>Other monitoring and screening practices</p>	<p>No touch thermometers will be utilized at each entrance.</p> <p>Hand sanitizer will be in each classroom and commonly used spaces.</p>			

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 support for social emotional wellness at school and at home?

Summary of Responses to Key Questions: In person instruction will happen with a Hybrid model. This will decrease the number of the students in the classroom and will provide 6-foot distance between students and staff. Small groups or center work is not permitted during this time. Desks will be placed facing the same direction. Teachers will have plexiglass by their desks. Staff and students will be provided with face masks and shields. YSMCS will follow the PA Department of Health guidance released on July 1, 2020; order requiring face coverings to be worn in all public spaces, including inside school buildings. YSMCS will adhere to state and federal employment law and extended leave allowances. Students will be assigned a cohort and day(s) to report to the school building. Students will remain with their cohort for the entire day. Staff will travel to the rooms to provide instruction to each cohort. Schedules and procedures will be put in place to limit the number of students and staff who are using co, hallway and bathrooms.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Hybrid Schedule will be in place to lower the class size. Turn desk in the same directions (students not facing others) No small groups/center work. Provide 6-feet distance between student spaces in the classroom. Face covers are required. School will provide masks and face shields to all students and staff. Provide hand sanitizer to students and staff. Provide remote learning opportunities for vulnerable student populations. Adhere to state and federal employment law and extended leave allowances.</p>	<p>Administration Staff</p>	<p>Schedules Masks/Shields Hand sanitizer</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>YSMCS will follow the PA Department of Health July 1, 2020, order requiring face coverings to be worn in all public spaces, including inside school buildings. YSMCS will distribute face shields to all faculty, staff members, and students.</p>		<p>Posters and signs</p>	<p>N</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>YSMCS will follow the PA Department of Health July 1, 2020, order requiring face coverings to be worn in all public spaces, including inside school buildings.</p>		<p>Posters and signs</p>	<p>N</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Each student will receive classroom supplies from YSMCS in an individual box. Students will be staying in the same classroom, they will not travel to different classrooms. At least one day a week school will be deep cleaned and additionally on the weekend. YSMCS will provide Remote Learning opportunities for all students who choose. Students who choose remote learning will be given supplies to utilize in their remote setting (chromebooks, workbooks, pencils, etc.)</p>			

Strategic deployment of staff				

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
Hygiene Basics	Students and Staff	School Nurse	Virtual/ Face to Face	CDC Resources or health care provider	With start of the year	On going
Temperature Scans and Quarantine of Students and Staff	Administration School Nurse	Nurse /Pandemic Coordinator	Virtual / Face to Face	Policies and Procedures	August 19	August 28
Cleaning, sanitizing, procedures to limit shared resources and	All staff	Nurse/ Administration	Virtual / Face to Face	CDE and PDE Resources	August 19	On going

personal hygiene benefits to mitigating COVID-19						
Learning Management System	All staff/students and Parents	IT Administrator/ Curriculum Supervisor	Online Training	Materials provided by the LMS	August 19	August 28
Mental Health Support for students, staff, and families	All stakeholders	School Counselor Administration	Online/ Face to Face	CDC and PDE resources as well as contracted providers	August 19	Ongoing
Health & Safety Plan	Faculty and Staff	CEO School Nurse	Online/ Face to Face	Health and Safety Plan	August 19	August 24
Social distancing training	Faculty and Staff	School Nurse	Online/ Face to Face	Videos, CDC Guidelines	August 19	August 28
Staggering the use of communal spaces and hallways	Administration Staff / Students	Administration	Online/Face to Face	Signs and markings for walls and floors Policies and Procedures	August 19	August 24

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 & Position	Mode of Communications	Start Date	Completion Date
Parent Survey	Parents	David Aiden CEO	All Call Class Dojo	June 24	July 3
Re-Opening Letter	Parents	David Aiden CEO	Class Tag Class Dojo	July 22	July 22
Re-Opening Updates	Staff	David Aiden CEO	Class Tag Email	July 22	July 22
Staff Survey	Staff	Kamil Toprak Vice Principal	Email	July 29	
Re-Opening Updates	Staff	David Aiden CEO	Email	Aug 3	Aug 3

Health and Safety Plan Summary: Young Scholars of McKeesport Charter School

Anticipated Launch Date: AUGUST 10, 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"> *Post signage in classrooms, hallways and entrances to communicate how to stop the spread. *COVID–19 preventative measures (including staying home when sick), good hygiene and school district protocols. *All drinking fountains will be turned off and covered. Drinking water will be available in each classroom *Daily cleaning of all learning spaces, offices, restrooms, communal/common spaces. *All cleaning will continue in the evenings to ensure that the buildings are ready for the following day. Detail cleaning will occur midweek and weekend *Hand sanitizer will be supplied in each classroom and in common spaces including both entry ways.. *Check constantly the ventilation systems operate properly in order to increase circulation of outdoor air into the buildings.

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>Students will be separated into cohorts. Each cohort will have an assigned room in the building. Staff will rotate to classrooms when necessary to limit the amount of movement in the building. Desks will be separated and student learning spaces will be marked to identify work spaces.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students and staff will practice social distancing to the maximum extent possible. Number of the students in the classroom will remain between 8-12 students. With parents choosing online learning, this number may decrease.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Individually packed breakfast and lunch will be served in the classroom.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>K-8 recess: limited number of students in the out door recess at a time.</p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Post signage in classrooms, hallways and entrances to communicate how to stop the spread.</p>
<p>Limiting the sharing of materials among students</p>	<p>Visitors and volunteers will not be permitted in classrooms. Families coming to school to pick up or drop off will have to enter the building with a mask and check-in at the front office.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Restrict nonessential visitors, volunteers, and activities.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	

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

All students will receive an individual supply box. Students will not share items. Students will be assigned a desk and use the same desk during Hybrid learning.

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

YSMCS is in touch with school dististricts for transportation schedules and policies.

Other social distancing and safety practices

Students report to their homeroom for the first period upon entry to buildings.

Monitoring Student and Staff Health

Requirement(s)

Strategies, Policies and Procedures

*** Monitoring students and staff for symptoms and history of exposure**

Temperature checks daily upon arrival for both staff and students.

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

Visual reminders throughout the classroom/school about covering your mouth and washing hands.

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

Educate families on how to communicate and update the school of signs of illness or exposures while at home.

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

Staff, students, or visitors showing symptoms or with a history of exposure shall be isolated in designated areas, health office areas or other appropriate areas.

YSMCS will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.

YSMCS will post the Health and Safety plan and any updates on YSMCS website.

Messages through email, class dojo, robocall will be sent home when changes with safety plan occur.

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>	<p>Hybrid Schedule will be in place to lower the class size.</p> <ul style="list-style-type: none"> ● Turn desk in the same directions (students not facing others) ● No small groups/center work. ● Provide 6-feet distance in the classroom. ● Provide masks to everyone- masks are required. ● Provide hand sanitizer to students and staff. ● Provide remote learning opportunities for vulnerable student populations ● Adhere to state and federal employment law and extended leave allowances <p>YSMCS will follow the PA Department of Health July 1, 2020, order requiring face coverings to be worn in all public spaces, including inside school buildings for staff and students.</p> <p>Anyone who has pre-health conditions asked to see the administration with appropriate notes from a healthcare provider.</p> <p>YSMCS will contract with cleaning company and individuals to maintain hygiene in the building</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Young Scholars of McKeesport Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on **August 6,2020**.

The plan was approved by a vote of:

Yes

No

Affirmed on:August 6, 2020

By:

Melih Demirkan

(Signature* of Board President)

Melih Demirkan

(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.