



**Phased School Reopening  
Health and Safety Plan**

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Version 1.3- November 9, 2020



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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: New Story Schools

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **August 24, 2020****

### Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dana Monroe	CEO	Both
Terri Crahalla	Vice President/COO	Both
Nichole Arnold	Vice President/COO	Both

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Susan Griffith</b>	Vice President/COO	Both
<b>Barb Collins</b>	Director of Employee Benefits	Both
<b>Bill Chupcavich</b>	Director of Facilities	Health and Safety Plan Development
<b>Michelle Smith</b>	Vice President of HR	Both

### 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.

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- **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 cleaning and maintenance personnel have worked hard all summer to clean and sanitize all buildings to prepare for the safe and successful return of students and staff. Cleaning, sanitizing and disinfecting procedures have been updated and reviewed with staff and all assigned areas in each school are accounted for to be cleaned throughout the day. All disinfection supplies meeting OSHA or CDC requirements for COVID-19 are on hand in the school buildings. CDC guidelines for cleaning, sanitizing, and disinfecting each school building will be followed. Staff have been assigned to ensure high touch points are cleaned to the extent possible throughout the school day. New Story School's Site Directors and/or Pandemic Coordinators will conduct regular checks to ensure all assigned areas are cleaned to the specific guidelines. Training topics are addressed in the professional development section of the plan.

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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Increased Use of PPE required (masks, gloves, face shields, gowns)</p> <p>Increase Social Distancing and hygiene practices</p> <p>New Story Schools will follow the CDC’s Guidance for Cleaning and Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects within the school at least twice daily, including door handles, sink handles, and water dispensers.</p> <p>Discontinue use of water fountains.</p> <p>Disinfection of other surfaces (e.g. electronics, smart boards, computers, etc.) after each use.</p>	<p>Increased Use of PPE required (masks, gloves, face shields, gowns)</p> <p>Increase Social Distancing and hygiene practices</p> <p>New Story Schools will follow the CDC’s Guidance for Cleaning and Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects within the school at least twice daily, including door handles, sink handles, and water dispensers.</p> <p>Discontinue use of water fountains.</p> <p>Disinfection of other surfaces (e.g. electronics, smart boards, computers, etc.) after each use</p>	<p>Site Directors</p>	<p>PPE – Masks, gloves, face shields, gowns, shoe covers</p> <p>CDC Website</p> <p>Envirox H2O2</p> <p>Peroxy HDOX</p> <p>Avistat-D Disinfectant</p> <p>Disinfecting Wipes</p> <p>Alcohol-based Hand sanitizer</p> <p>Electrostatic Sprayer</p>	<p>Y</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	Daily use of Electrostatic Spray Disinfectant	Daily use of Electrostatic Spray Disinfectant	School Maintenance Staff	Electrostatic Sprayer	Y
	Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, door, and/or fans	Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, door, and/or fans			
	Installation of air purification/pathogen filtration devices on the HVAC system, where possible	Installation of air purification/pathogen filtration devices on the HVAC system, where possible	Director of Facilities	Air Purification/Pathogen Filtration Device for HVAC	
	Doors will remain propped open when possible to allow for circulation of air	Doors will remain propped open when possible to allow for circulation of air			
	Touchless hand sanitizer dispensers have been installed in the buildings	Touchless hand sanitizer dispensers have been installed in the buildings			Touchless dispensers and Alcohol-based hand sanitizer

## 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:** All classrooms and learning spaces throughout New Story Schools have been reorganized, to the maximum extent feasible, to provide students and staff with maximum social distancing to mitigate the spread of COVID-19. Staff and students will be provided training on social distancing and other safety protocols. Hand sanitizer has been placed throughout the school buildings. Students and staff will be encouraged to practice proper hygiene with regular handwashing and hand sanitizer use. All staff will be provided additional training on appropriate hygiene to mitigate the spread of COVID-19. All staff will assist students in using appropriate hygiene while in school. The education of hygiene practices will include, but is not limited to, increased hand washing and/or sanitizing, appropriate use of face coverings, minimizing touch points and the sharing of materials. During recess and physical education, classes will follow CDC social distancing guidelines and limit the sharing of equipment. School visitation will be limited to essential visitors. All visitors, staff and students will be required to wear face coverings, except when eating or drinking when spaced 6 feet apart, seated at desks or workstations 6 feet apart, or engaged in any activity at least 6 feet apart. New Story Schools are prepared to move to a hybrid program, enhanced distance learning program or total distance learning program, if needed based upon revised CDC and state guidelines.

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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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>All classrooms and learning spaces will be redesigned to allow for social distancing among students</p> <p>Group learning spaces will be minimized or removed to provide additional space as needed for social distancing; Restrict interactions between groups of students</p> <p>Utilize alternative classroom space when available to increase capacity to engage in social distancing</p> <p>Schedules should be as static as possible by having the same group of students with the same staff</p> <p>Limit gatherings and events to those that can maintain social distancing</p> <p>Hold classes in gyms, cafeterias, or outdoor spaces when possible</p> <p>Turn desks facing the same direction or have students only sit on one side of a table, spaced apart</p>	<p>All classrooms and learning spaces will be redesigned to allow for social distancing among students</p> <p>Group learning spaces will be minimized or removed to provide additional space as needed for social distancing; Restrict interactions between groups of students</p> <p>Utilize alternative classroom space when available to increase capacity to engage in social distancing</p> <p>Schedules should be as static as possible by having the same group of students with the same staff</p> <p>Limit gatherings and events to those that can maintain social distancing</p> <p>Hold classes in gyms, cafeterias, or outdoor spaces when possible.</p> <p>Turn desks facing the same direction or have students only sit on one side of a table, spaced apart</p>	<p>Site Directors</p>	<p>Floor decals</p> <p>Safety screens</p>	<p>Y</p>

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	<p>Floor decals will be utilized as furniture markers to indicate social distancing reminders for students</p> <p>To the extent possible, safety screens may be provided to staff when providing 1:1 instruction to students</p>	<p>Floor decals will be utilized as furniture markers to indicate social distancing reminders for students</p> <p>To the extent possible, safety screens may be provided to staff when providing 1:1 instruction to students</p>			
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Students will be directed to wash their hands or use hand sanitizer prior to consuming food or beverages</p> <p>The number of students eating in the cafeteria will be limited to the amount able to socially distance</p> <p>Schedules will be developed in each building to provide students with lunch and congregate activities in alternative settings including classrooms or outdoor areas</p> <p>Student dining areas will be thoroughly cleaned between lunch periods</p> <p>Staff will wear gloves and masks when handling food</p> <p>Refrigeration is unavailable for lunches; parents will need to provide an ice pack as needed</p> <p>Microwaves will be disinfected between each use</p>	<p>Students will be directed to wash their hands or use hand sanitizer prior to consuming food or beverages</p> <p>The number of students eating in the cafeteria will be limited to the amount able to socially distance</p> <p>Schedules will be developed in each building to provide students with lunch and congregate activities in alternative settings including classrooms or outdoor areas</p> <p>Student dining areas will be thoroughly cleaned between lunch periods</p> <p>Staff will wear gloves and masks when handling food</p> <p>Refrigeration is unavailable for lunches; parents will need to provide an ice pack as needed</p> <p>Microwaves will be disinfected between each use</p>	<p>Site Directors</p>	<p>Modified lunch schedule</p> <p>Cleaning and disinfecting products</p> <p>PPE</p> <p>Additional microwaves</p> <p>Ice packs</p>	<p>Y</p>

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	Will not schedule large group activities, such as assemblies	Will not schedule large group activities, such as assemblies			
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Training will be provided to all staff and students to ensure proper hygiene practices are implemented and followed</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after using the restroom; before eating; after blowing your nose, coughing or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol</p> <p>CDC handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits</p> <p>Ensure adequate supplies (e.g. soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices</p>	<p>Training will be provided to all staff and students to ensure proper hygiene practices are implemented and followed</p> <p>Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after using the restroom; before eating; after blowing your nose, coughing or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol</p> <p>CDC handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits</p> <p>Ensure adequate supplies (e.g. soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices</p>	Site Directors	<p>Hand Soap</p> <p>Alcohol Based Hand Sanitizer</p> <p>Training</p> <p>Posters</p> <p>Paper towels</p> <p>Tissues</p>	Y
<p><b>* Posting signs, in highly visible locations, that</b></p>	Post CDC Germs are Everywhere and Wash Your Hands Posters in all cafeterias,	Post CDC Germs are Everywhere and Wash Your Hands Posters in all cafeterias, restrooms and other high traffic areas	Site Directors	<p>CDC Website</p> <p>Germs Are Everywhere Posters</p>	N

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<p><b>promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>restrooms and other high traffic areas</p> <p>Additional signs promoting good hygiene, protective measures, social distancing guidelines, and protocols will be posted around the buildings in identified areas</p>	<p>Additional signs promoting good hygiene, protective measures, social distancing guidelines, and protocols will be posted around the buildings in identified areas</p>		<p>Wash Your Hands Posters</p> <p>Additional posters/resources</p>	
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Restrict nonessential visitors, volunteers, activities that involve other groups</p> <p>Essential visitors will need approval from site administration prior to entering the building and must follow all pre-established safety protocols</p> <p>Procedures for parent and guardian access to the buildings will be communicated prior to the start of school and as guidelines change</p> <p>Students being picked up or dropped off at school will be required to do so at the front doors of the building. A staff will greet the parent at the front doors</p>	<p>Restrict nonessential visitors, volunteers, activities that involve other groups</p> <p>Essential visitors will need approval from site administration prior to entering the building and must follow all pre-established safety protocols</p> <p>Procedures for parent and guardian access to the buildings will be communicated prior to the start of school and as guidelines change</p> <p>Students being picked up or dropped off at school will be required to do so at the front doors of the building. A staff will greet the parent at the front doors</p>	<p>Site Directors</p>	<p>Visitor Self-Monitoring Acknowledgement</p>	<p>N</p>
<p><b>* Handling sporting activities for recess and</b></p>	<p>Physical Education: Select and provide safe opportunities for exercise for students. Consider: physical</p>	<p>Physical Education: Select and provide safe opportunities for exercise for students. Consider: physical</p>	<p>Site Directors or designee</p>	<p>Additional gym equipment</p> <p>Cleaning supplies</p>	<p>Y</p>

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<p><b>physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>proximity of students, amount of equipment sharing, number of students</p> <p>Recess: Limit recreation areas to open spaces; Follow CDC/State guidelines for playground use</p> <p>Limit group games, following social distancing guidelines</p>	<p>proximity of students, amount of equipment sharing, number of students</p> <p>Recess: Limit recreation areas to one group of students at a time and disinfect between uses</p> <p>Limit group games, following social distancing guidelines</p>		<p>Electrostatic sprayer</p>	
<p><b>Limiting the sharing of materials among students</b></p>	<p>Clean and disinfect shared items between uses</p> <p>Keep each student's belongings separated from others in cubbies or lockers</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group and disinfect between use. This includes books, technology, art supplies, PE equipment, sensory rooms.</p> <p>Avoid using other employees' phones, desks, offices or other work tools, walkie talkies and equipment, when possible. Clean and disinfect before and after each use.</p>	<p>Clean and disinfect shared items between uses</p> <p>Keep each student's belongings separated from others in cubbies or lockers.</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group and disinfect between use. This includes books, technology, art supplies, PE equipment, sensory rooms.</p> <p>Avoid using other employees' phones, desks, offices or other work tools, walkie talkies and equipment, when possible. Clean and disinfect before and after each use.</p>	<p>Site Directors</p>	<p>Cleaning materials</p> <p>Additional student supplies</p>	<p>N</p>

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<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Create one-way traffic patterns in hallways and stairwells, when possible</p> <p>Separate students within common areas: arrival, dismissal lines, lunch</p> <p>Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least 6 feet between people, if events are held</p>	<p>Create one-way traffic patterns in hallways and stairwells, when possible</p> <p>Separate students within common areas: arrival, dismissal lines, lunch</p> <p>Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least 6 feet between people, if events are held</p>	<p>Site Directors</p>	<p>Hallway signage</p> <p>Floor decals</p>	<p>N</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<p>No educational field trips, Community-Based Instruction, or transition training will be held off-site</p>	<p>Educational field trips, Community-Based Instruction and/or transition work may be held if able to maintain social distancing during transportation and with the host facility</p> <p>New Story School vehicles will be disinfected after each use</p>	<p>Site Directors</p>	<p>Vehicle Spill Kit</p>	<p>N</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p> <p>Identify small groups and keep them together</p> <p>Ensure that student and staff groupings are as static as possible</p>	<p>To the extent feasible, students should be socially distanced six feet apart pursuant to CDC and PDE guidelines. If six feet is not achievable in the classroom setting, students should be spaced to the maximum extent possible.</p> <p>Identify small groups and keep them together</p> <p>Ensure that student and staff groupings are as static as possible</p>	<p>Site Directors</p> <p>Teachers</p>	<p>Floor decals</p>	<p>N</p>



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	<p>possible by having the same students stay with the same staff</p> <p>Restrict interactions between groups of students</p> <p>Keep students in classrooms and have teachers rotate, when needed</p>	<p>by having the same students stay with the same staff</p> <p>Restrict interactions between groups of students</p> <p>Keep students in classrooms and have teachers rotate, when needed</p>			
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	N/A	N/A			
<p><b>Other social distancing and safety practices</b></p>	<p>Use safety screens/sneeze guards in main offices and therapy rooms as necessary</p> <p>All students and staff are required to wear face coverings, except when eating or drinking when spaced 6 feet apart</p> <p>Masks + Face Shields will be worn by staff when:</p>	<p>Use safety screens/sneeze guards in main offices and therapy rooms as necessary</p> <p>All students and staff are required to wear face coverings, except when eating or drinking when spaced 6 feet apart</p> <p>Spacing chairs in conference rooms, reception areas, cafeteria</p>	Site Directors	<p>Safety Screens/Sneeze guards</p> <p>Face coverings</p>	N

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	<ul style="list-style-type: none"> <li>• Working in classrooms where all students are not wearing masks properly</li> <li>• Involved in NCVI interventions</li> <li>• Moving around the building (for example: administrators, nurse, Behavior Intervention Specialists, Behavior Consultants/Analysts)</li> </ul> <p>Spacing chairs in conference rooms, reception areas, cafeteria and other group rooms to ensure social distancing</p>	<p>and other group rooms to ensure social distancing</p>			
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## 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:** For the purposes of this Health and Safety Plan, COVID-19 symptoms are being defined as follows: fever over 100 degrees, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Prior to the start of the school year, all New Story School employees will complete and sign an Employee Acknowledgement Form. Through this form, staff are making a promise that they will perform a symptom screen on themselves prior to leaving for work daily and will stay home if they are displaying COVID-19 symptoms, have been exposed to COVID-19, have tested positive for COVID-19, have traveled to an at-risk area listed on the pa.gov website, or are feeling ill in general. Prior to the start of the school year, each parent/guardian will need to review and sign the Parent/Guardian acknowledgement Form, making a promise that they will perform a symptom screen on their student(s) daily prior to sending them to school and will keep them home if they are displaying COVID-19 symptoms, have been exposed to COVID-19, have tested positive for COVID-19, have traveled to an at-risk area listed on the pa.gov website, or are feeling

## Health and Safety Plan

ill in general. Visitors will also sign an acknowledgement form each time they visit. Temperatures will be taken at school for all students and visitors, as well as any staff who were not able to do so prior to reporting to work. Students, staff, and parents/guardians will be consistently made aware of the signs and symptoms of COVID-19. If it is known that any student, staff member of visitor within a school becomes ill or has been exposed to an individual confirmed positive for COVID-19, they will immediately be sent home and required to quarantine as appropriate. The nurse, in consultation with administrators, will be responsible for making decisions regarding quarantine or isolation of students/staff. The determination of staff/students returning to school will be made in accordance with state and federal guidelines. Families will be notified of a confirmed staff or students illness aligned with state and federal laws and guidelines. The New Story School Health and Safety Plan will be posted on the New Story School website ([www.newstoryschools.com](http://www.newstoryschools.com)).

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)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	Symptom screening will be done by all parents/guardians at home each morning before school	Symptom screening will be done by all parents/guardians at home each morning before school.	Site Directors	Self-screen and Reporting Procedures	Y
	No children with symptoms should be put on a van/bus and sent to school	No children with symptoms should be put on a van/bus and sent to school	Nurse	Thermometers	
	Students, staff or visitors should quarantine at home if they are living with someone who is quarantining due to exposure	Students, staff or visitors should quarantine at home if they are living with someone who is quarantining due to exposure		Staff training	
	All staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill	All staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill		Family Resources	
	Temperature screening will be required upon entrance for	Temperature screening will be required upon entrance for		Self-Monitoring Acknowledgement forms for employees, visitors, students	

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>students and visitors</p> <p>All staff will sign the Self-Monitoring Acknowledgement quarterly</p> <p>All visitors will sign the Self-Monitoring Acknowledgement during each visit to the school</p> <p>Parents/guardians will sign the Student Self-Monitoring Acknowledgement</p> <p>Students and staff will be seen by the nurse immediately if symptomatic or exhibiting a fever of 100 degrees</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19</p> <p>New Story Schools will share resources with families to help them understand when to keep students home</p>	<p>students and visitors</p> <p>All staff will sign the Self-Monitoring Acknowledgement quarterly</p> <p>All visitors will sign the Self-Monitoring Acknowledgement during each visit to the school</p> <p>Parents/guardians will sign the Student Self-Monitoring Acknowledgement</p> <p>Students and staff will be seen by the nurse immediately if symptomatic or exhibiting a fever of 100 degrees</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19</p> <p>New Story Schools will share resources with families to help them understand when to keep students home</p>			
<p><b>* Isolating or quarantining students, staff, or</b></p>	<p>Work with school administrators and nurses to identify an isolation room to separate anyone who has COVID-19 symptoms or a</p>	<p>Work with school administrators and nurses to identify an isolation room to separate anyone who has COVID-19 symptoms or a</p>	<p>Site Directors</p> <p>Nurse</p>	<p>Isolation area</p> <p>Notification Letter</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>visitors if they become sick or demonstrate a history of exposure</b></p>	<p>temperature over 100 degrees</p> <p>Any individual who becomes sick or demonstrates a history of exposure will be sent home immediately</p> <p>Nurses should use Standard and Transmission-Based Precautions when caring for sick people</p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting</p> <p>Notify staff and families of confirmed case if exposure meets the requirements of the CDC exposure guidelines, while maintaining confidentiality</p> <p>Students and staff are required to self-quarantine following travel from any locations on the travel advisory lists published by the PA Department of Public Health and/or CDC</p>	<p>temperature over 100 degrees</p> <p>Any individual who becomes sick or demonstrates a history of exposure will be sent home immediately</p> <p>Nurses should use Standard and Transmission-Based Precautions when caring for sick people</p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting</p> <p>Notify staff and families of confirmed case while maintaining confidentiality</p> <p>Students and staff are required to self-quarantine following travel from any locations on the travel advisory lists published by the PA Department of Public Health and/or CDC</p>			
<p><b>* Returning isolated or quarantined staff, students, or</b></p>	<p>Schools are not expected to <b>identify</b> cases of COVID-19. If a school has cases of COVID-19, local health officials will help identify those individuals and will</p>	<p>Schools are not expected to <b>identify</b> cases of COVID-19. If a school has cases of COVID-19, local health officials will help identify those individuals and will</p>	<p>Site Directors Nurse</p>	<p>N/A</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>visitors to school</b></p>	<p>follow up on next steps</p> <p>Staff and students may return to school after being isolated or quarantined under the following guidelines:</p> <p>Symptomatic individual/child not tested:</p> <ul style="list-style-type: none"> <li>• At least 10 days from the onset of symptoms AND</li> <li>• At least 24 hours fever free without a fever or the use of fever reducing medication AND</li> <li>• Improved respiratory symptoms</li> </ul> <p>Symptomatic individual/child clinically cleared by medical provider:</p> <ul style="list-style-type: none"> <li>• Exclude from school until fever free for 24 hours without a fever or the use of fever reducing medication and symptoms improving</li> </ul> <p>Symptomatic individual/child with test negative:</p> <ul style="list-style-type: none"> <li>• Fever free for 24 hours without a fever or the use of fever reducing medication AND</li> </ul>	<p>follow up on next steps</p> <p>Staff and students may return to school after being isolated or quarantined under the following guidelines:</p> <p>Symptomatic individual/child not tested:</p> <ul style="list-style-type: none"> <li>• At least 10 days from the onset of symptoms AND</li> <li>• At least 24 hours fever free without a fever or the use of fever reducing medication AND</li> <li>• Improved respiratory symptoms</li> </ul> <p>Symptomatic individual/child clinically cleared by medical provider:</p> <ul style="list-style-type: none"> <li>• Exclude from school until fever free for 24 hours without a fever or the use of fever reducing medication and symptoms improving</li> </ul> <p>Symptomatic individual/child with test negative:</p> <ul style="list-style-type: none"> <li>• Fever free for 24 hours without a fever or the use of fever reducing medication AND</li> </ul>			

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)
	<ul style="list-style-type: none"> <li>Improved respiratory symptoms</li> </ul> <p>If asymptomatic, but positive test, at least 10 days since positive test</p>	<ul style="list-style-type: none"> <li>Improved respiratory symptoms</li> </ul> <p>If asymptomatic, but positive test, at least 10 days since positive test</p>			
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Post Health and Safety Plan on New Story Schools Website</p> <p>Provide regular updated information on New Story Schools website and in parent flyers/letters/Skylert</p> <p>Prepare parents and families for distance learning if school is temporarily dismissed</p>	<p>Post Health and Safety Plan on New Story Schools Website</p> <p>Provide regular updated information on New Story Schools website and in parent flyers/letters/Skylert</p> <p>Prepare parents and families for distance learning if school is temporarily dismissed</p>	<p>Site Directors</p> <p>Vice Presidents</p>	N/A	N
<p><b>Other monitoring and screening practices</b></p>	<p>Notify families if their student has been exposed to someone who has tested positive</p> <p>All staff will complete daily contact tracing logs</p> <p>Maintain documentation of possible cases and contacts while awaiting test results of COVID-19</p> <p>Additional monitoring and screening practices will be implemented as needed through ongoing evaluation of this plan</p>	<p>Notify families if their student has been exposed to someone who has tested positive</p> <p>All staff will complete daily contact tracing logs</p> <p>Maintain documentation of possible cases and contacts while awaiting test results of COVID-19</p> <p>Additional monitoring and screening practices will be implemented as needed through ongoing evaluation of this plan</p>	Site Directors	N/A	N



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)

**Other 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:** Face coverings are required at all times with these exceptions: when students and staff are engaging in eating or drinking when spaced at least 6 feet apart, when taking a mask break, or if unable to wear a face covering due to a medical condition/disability. New Story Schools will require the use of a face covering when social distancing guidelines and other mitigation measures are not feasible. Face coverings will be provided to individuals who may not possess one. Alternatives to face coverings may include face shields, plastic partitions, and other PPE. New Story Schools will identify critical job functions and positions and will plan for alternative coverage by cross training staff, when possible. New Story Schools will identify and assign staff for distance learning programs, as needed.

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)
<b>* Protecting students and staff at higher risk for severe illness</b>	Cancel all non-essential travel  Special arrangements may be made for students and staff deemed to be high risk.	Cancel all non-essential travel  Special arrangements may be made for students and staff deemed to be high risk.	Site Directors	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	Accommodations will be made on a case by case basis and will be based on the underlying issue	Accommodations will be made on a case by case basis and will be based on the underlying issue			
<b>* Use of face coverings (masks or face shields) by all staff</b>	<p>Face coverings are required for all staff with these exceptions:</p> <ul style="list-style-type: none"> <li>When eating/drinking and spaced 6 feet apart</li> <li>If unable to wear a mask due to medical condition or disability.</li> </ul> <p>Masks – face shields are required when:</p> <ul style="list-style-type: none"> <li>Working in classrooms where all students are not properly wearing masks</li> <li>Involved in NVCI interventions</li> <li>Moving around the building</li> </ul>	<p>Face coverings are required for all staff with these exceptions:</p> <ul style="list-style-type: none"> <li>When eating/drinking and spaced 6 feet apart</li> <li>If unable to wear a mask due to medical condition or disability.</li> </ul>	Site Directors	<p>Signage regarding expectations</p> <p>Masks</p> <p>Face Shields</p>	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<p>Face coverings are required for all students with these exceptions:</p> <ul style="list-style-type: none"> <li>When eating/drinking and spaced 6 feet apart</li> <li>If unable to wear a mask due to medical condition or disability.</li> </ul>	<p>Face coverings are required for all students with these exceptions:</p> <ul style="list-style-type: none"> <li>When eating/drinking and spaced 6 feet apart</li> <li>If unable to wear a mask due to medical condition or disability.</li> </ul>	Site Directors	<p>Signage regarding expectations</p> <p>Masks</p> <p>Face Shields</p>	N
<b>Unique safety protocols for students with</b>	Serving our student population may be problematic due to, but not limited to, students with	Serving our student population may be problematic due to, but not limited to, students with	Site Directors	PPE	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>complex needs or other vulnerable individuals</b></p>	<p>medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting, and students needing assistance with behavioral interventions. For these reasons, extra precautions will be implemented. These precautions include:</p> <p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. If a sink is not available, use hand sanitizer.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p> <p>Personal student devices (iPads, AAC/laptops) should be disinfected after each use.</p>	<p>medical concerns, students not understanding the importance of wearing a mask, students unable to maintain proper social distance, students requiring hand-over-hand instruction and support, students requiring assistance with feeding or toileting, and students needing assistance with behavioral interventions. For these reasons, extra precautions will be implemented. These precautions include:</p> <p>If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student. If a sink is not available, use hand sanitizer.</p> <p>Avoid the use of communal objects for student reinforcement. If such objects are used with multiple students, each object should be disinfected immediately before and after student use.</p> <p>Personal student devices (iPads, AAC/laptops) should be disinfected after each use.</p>		<p>Cleaning/Disinfecting Products</p>	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>Staff should wear gloves when assisting a student with feeding.</p> <p>Bathrooms and changing tables should be disinfected before and after each student use. Students should be assisted with handwashing. Staff should wear gloves when assisting with toileting.</p> <p>Students should be encouraged to wear masks while in common areas, such as hallways. Students should be discouraged from touching walls and fixtures when in hallways.</p> <p>When unable to maintain 6 feet social distancing when working with a student, staff should also wear a face shield.</p> <p>Create one-way traffic patterns in hallways and stairwells, when possible.</p>	<p>Staff should wear gloves when assisting a student with feeding.</p> <p>Bathrooms and changing tables should be disinfected before and after each student use. Students should be assisted with handwashing. Staff should wear gloves when assisting with toileting.</p> <p>Students should be encouraged to wear masks while in common areas, such as hallways. Students should be discouraged from touching walls and fixtures when in hallways.</p> <p>When unable to maintain 6 feet social distancing when working with a student, staff should also wear a face shield.</p> <p>Create one-way traffic patterns in hallways and stairwells, when possible.</p>			
<p><b>Strategic deployment of staff</b></p>	<p>Identify critical job functions and positions and plan for alternative coverage by cross-training staff, when possible.</p> <p>With parent consent, select staff will be deployed to the</p>	<p>Identify critical job functions and positions and plan for alternative coverage by cross-training staff, when possible.</p> <p>With parent consent, select staff will be deployed to the</p>	<p>Site Directors</p>	<p>PPE</p> <p>Travel cleaning and disinfecting supplies</p> <p>Electronic devices</p>	<p>Y</p>

## Health and Safety Plan

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)
	community to support students during remote learning. Staff deployment assignments will be structured to limit the number of potential exposures (e.g., Same team member visits the same 1-2 student homes weekly).	community to support students during remote learning. Staff deployment assignments will be structured to limit the number of potential exposures (e.g., Same team member visits the same 1-2 student homes weekly).			

## 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
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students</b>	All Staff	Site Directors	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	Ongoing
<b>Social Distancing</b>	All Staff	Site Directors	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	Ongoing
<b>Healthy Hygiene Practices</b>	All Staff	Site Directors	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	Ongoing
<b>Implementing the New Story Health &amp; Safety Plan</b>	All Staff	Site Directors	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	Ongoing
<b>Monitoring students and staff for symptoms and history of exposure</b>	All Staff	Site Directors, Nurses	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	Ongoing
<b>Isolating, Quarantining and Returning to School</b>	All Staff	Site Directors	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	Ongoing
<b>Unique safety protocols for students with complex needs</b>	All staff	Site Directors	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	Ongoing
<b>Strategic deployment of staff</b>	All Staff	Site Directors	Power Point with videos	Presentation Materials	Prior to the start of the 2020-2021 School Year	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
<b>School Reopening Letter</b>	Districts, Parents	Site Directors	Electronic	August 2020	Ongoing
<b>Parent/Guardian Updates</b>	Parents/Guardians	Site Directors	Electronic	August 2020	Ongoing
<b>Staff Updates</b>	All Staff	Site Directors	Electronic	August 2020	Ongoing
<b>General safety expectations and procedures for staff, students, visitors</b>	Staff, students, parents/guardians, visitors	Site Directors	Electronic	August 2020	Ongoing