

# Assumption B.V.M. School

Teresa Keating

Plan Submitted By

Teresa Keating

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

Assumption B.V.M. School

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

Aug 31, 2020

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

Daily temperatures will be taken and recorded for all employees and staff. All students will have daily temperatures taken and recorded. All parents will be required to keep their child home if they are not feeling well. Students will be sent home immediately if they are not feeling well or if they have a temperature. Masks and face shields will be available as well as hand sanitizing for all classrooms and lavatory facilities as well as hand soap. Student desks will be spaced apart as close to 6 feet apart in the classroom as possible. On the middle school level desk sneeze guards are being purchased. Taping hallways will be done to help the flow of traffic and for social distancing purposes. Lunch times will be staggered or eaten in the classroom for social distancing purposes. In all phases, virtual learning will be an option.

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

A medical professional, parents, teachers, administrative assistant, and administration are involved in the re-opening plan for Assumption BVM School. A survey with regards to the re-opening plan has been sent to all parents connected with the school for input.

How will you communicate your plan to your community?

Once approved the plan will be sent to all members of the school community - Diocese of Allentown, Board of Pastors, teachers and staff, and parents - through School Messenger. The approved plan will be made available on our school website.

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

The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education regarding school closure and virtual learning. If the Department of Health and the Governor of PA notify the schools the state is returning to the Red Phase upon the direction of the Diocese of Allentown all instruction will return to remote learning using digital or non-digital platforms. In yellow and green phase, a virtual learning option will be offered as well.

## Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Teresa Keating	Administration/Team	Both
2	Bridget Quick	Head Teacher/Middle School Team	Both
3	Michael Yordy	Pandemic Team/Middle School Team	Both
4	Katie Fisher	Teacher/Primary Level Team	Both
5	Tara Mengel	Staff/Parent	Both
6	Kim Felty	Emergency Room Nurse/Parent	Both
7	David Bolich	Gym/Health Teacher	Both

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
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How will you ensure the building is cleaned and ready to safely welcome staff and students?  
 Two maintenance staff are being hired to clean the building in the morning and afternoon during the yellow and green phases and any other time needed; Materials - hand sanitizer, cleaning materials, mops, paper towels, buckets, hand soap, etc. have been requested through a state grant. Everyone - maintenance, staff, and teachers - will have the requirements explained to them.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?  
 A grant has been completed to provide necessary disinfection supplies which includes infrared thermometers for office and classrooms, sanitizing wipes, gloves, masks, face shields, hand sanitizers. Desk shields are purchased for the main office and middle grades - 5, 6, 7 & 8. Additional purchases have been made for cleaning products - cleaners, disinfectant spray, paper towels, bathroom hand soap, Chromatic towels and trifold towels.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?  
 Cleaning, sanitizing, and disinfecting will occur in all lavatory facilities periodically throughout the day. Handrails will be disinfected multiple times throughout the day. Classrooms will be sanitized during the day and at the end of every school day. All supplies will be continuously refilled as needed. Water fountains will be shut down. Staff and students will be encouraged to bring water bottles from home. Recyclable water bottles will be available in the school.

What protocols will you put in place to clean and disinfect throughout an individual school day?  
 Cleaning, sanitizing, and disinfecting will occur in all lavatory facilities multiple times a day as well as after school. Handrails will be disinfected throughout the day. Classroom desks will be sanitized during the day and at the end of every day. Disinfectant spray will be used in all areas of the building after students have left for the 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?  
 All staff - maintenance, administrative assistant, business manager - will be trained on the protocols for cleaning, sanitizing, and disinfecting. The training will be provided by the school safety team. Where operationally possible classroom windows and doors will remain open for adequate ventilation. Fans will also be utilized in individual classrooms. Before and after school walkthroughs will be done daily.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Teresa Keating/Principal	Cleaning Supplies	Yes

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Teresa Keating/Principal	Cleaning supplies/Transportation - public school districts/No water fountain use recyclable water bottles will be available every day	No

Other cleaning, sanitizing, disinfecting, and ventilation practices

	Action Steps under Yellow Phase Action Steps under Yellow Phase	Action Step Order Phase	Lead Individual Individual Position	Materials, Resources, Supports Needed	PD Required (Y/N)
Classroom and common areas will be ventilated with additional circulation of outdoor air with open windows, open doors, and fans.	Classroom and common areas will be ventilated with additional circulation of outdoor air with open windows, open doors, and fans.		Teresa Keating/Principal	Yes	

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

All classroom desks will face the front of the room. There will be no group seating arrangements. Classroom desks will be separated as close to 6 feet apart as possible. If there is an overflow the Art, Music, and Library will be open and available to further social distance students. Desk sneeze guards will be provided for grades 5 through 8. Hallways will be marked for social distancing when students need to move.

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

On the middle school level teachers will switch classes. Primary level students do not switch classes. Art, Computer, and Music teachers will go to the individual classrooms. Physical education teacher may provide outdoor or indoor social distancing activities for individual classrooms. Health lessons will also be provided.

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

There will be no library program. Computer classes will be held in grade level classrooms using the I-pads. Lunches will be staggered and with middle level grades only one class at a time can eat in the cafeteria due to higher number of students. Lunches will be delivered to the classrooms as they are prepackaged and students will pick up their own. Primary levels will be social distanced in the cafeteria as they are smaller.

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

Teachers and students will be permitted to utilize outdoor space for recess one class at a time. Students will need to bring one of their own toys to play with but may not share with others. Individual classroom teachers may use outdoor space for learning as well.

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

Parents will be encouraged to drop off and pick up their child/children. If this is not possible bus students will enter the side door, have their temperature checked and recorded, and then go to their classrooms.

Further information with regards to public school bus transportation will be addressed with the school throughout the upcoming weeks. Pottsville Area School District has notified us busses may have an earlier morning pickup and drop off at Assumption and possibly a delayed pickup at the end of the day. Parents have been notified of this possibility.

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

There will not be any visitors or volunteers permitted in the building. Anything needed will be placed in the plastic box for the parent or office staff to pick up. If a student needs to go home office staff will take the child to the parent and have the child signed out. There is an isolation room available in the building.

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

There will be no differences based on age and 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?

Everyone will be trained at our first In-service in August to include social distancing and other safety protocols. Assumption BVM School will be prepared with anything necessary. Training will be ongoing as new information is received from the state and Diocese.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Yes	Yes	Principal /Teacher	Will be provided	Yes
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Yes	Yes	Principal /Teacher	No	No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	yes	yes	Principal /Teacher	Will be provided	Yes
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	yes	yes	Principal	Will be provided	Yes
Identifying and restricting non-essential visitors and volunteers.	yes	yes	Principal	N/A	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	yes	yes	teachers	yes	Yes
Limiting the sharing of materials among students	Yes	Yes	Teachers	Yes	Yes
Staggering the use of communal spaces and hallways	Yes	Yes	Principal/ Yeacher	Yes	Yes
Adjusting transportation schedules and practices to create social distance between students	Yes	Yes	Public School	Yes	Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Yes	Yes	Teacher	No	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Yes	Yes	Principal/ Administrative Assistant	School Messenger	No
Other social distancing and safety practices	Yes/Installing sneeze guards in office	Yes/Installing sneeze guards in office	Principal/ Administrative Assistant	Purchased	No

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Symptom screenings will be done by all parents/guardians at home each morning before the school day.

Daily temperature of employees and staff, and all students will be taken. Anyone who is not feeling well will be sent home immediately.

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)?

Symptom screenings will be done by all parents/guardians at home each morning before the school day.

Before each employee and student enters the building temperatures will be taken and recorded. Any student who isn't feeling well will be sent to the quarantine room. Parents will be notified and the child will be sent home.

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?

The school will receive consultation and guidance from the Department of Health and interaction and direction with Diocesan Office of Education regarding the quarantine or isolation of a student. The Diocese of Allentown Human Resources policy will be followed for employees and staff. Confidential notifications will be given as needed. Students will be sent home, and school community will be notified following protocol. Quarantine area and classroom will be closed off, cleaned, and disinfected. In this instance, virtual learning would be available.

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

The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education regarding the quarantine or isolation of a student or staff member.

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?

A signed physician's note is required for both all staff and students to return to school. Staff who may be uncomfortable to return there will be an option of a substitute teacher to cover the classroom.

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

If a student is cleared by a required doctor's note they will be permitted to return to school. We will accommodate those who are unable or uncomfortable attending school in red, yellow, and green phases to utilize the use of virtual learning with the option of taking the school Ipad home to use.

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?

Based on consultation and guidance from the Pennsylvania Department of Health and interaction and direction with the Diocesan Office of Education, families will be notified appropriately.

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?

Principal, Staff - Administrative Assistant and Business Manager, Faculty will be trained on protocols. Training will be given on August 28, 2020.

#### Monitoring Student and Staff Health

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	Yes	Yes	Principal	Infrared Thermometers	Yes
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Yes	Yes	Principal	Disinfecting supplies	Yes
Returning isolated or quarantined staff, students, or visitors to school	Yes	Yes	Principal	Infrared Thermometers	No

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Yes	Yes	Principal/Administrative Assistant	School Messenger	No
Other monitoring and screening practices	Yes	Yes	Principal	Infrared Thermometers	No

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

The state of PA has announced an order requiring universal face coverings for adults and students. Staff and students will be required to wear masks or face shields. Face coverings can be removed when staff or student is eating, drinking, or when appropriate social distancing is possible.

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

Implementation of any additional need for hand sanitizing or handwashing will be available. Masks and face shields are being purchased and required. Additional building disinfecting will be ongoing. In addition, remote learning would be made available as an option.

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

Substitute teachers will be notified and invited to teacher trainings.

How will the School strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Assumption BVM School remote learning plan will be revisited at Professional Development session in August. School I-pads will be made available to students who may not have access to technology. Grades 2 through 8 utilize Google Classroom and Grades K through 2 will utilize See Saw as their platform.

Grades 5 through 8 will have a training in August called Mental Health 101. Social Emotional Wellness opportunity will be made available the same day to primary grades.

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	Yes	Yes	Principal	Face shield; face masks; I-pads	Yes
Use of face coverings (masks or face shields) by all staff	Yes	Yes	Principal	Face shield; face mask	No
Use of face coverings (masks or face shields) by older students (as appropriate)	Yes	Yes	Teacher	Face shield; face mask	Yes
Unique safety protocols for students with complex needs or other vulnerable individuals	Yes	Yes	Principal/Teacher	I-pads	Yes
Strategic deployment of staff	Yes	Yes	Principal/Teacher	Substitute Teachers	No

Professional Development Topic

Session Number	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Materials/Resources/Supports Needed	Start Start	End End
1	Policies/Procedures	Faculty/Staff	Principal	In Service	Pandemic Plan	08/27/2020	08/27/2020
2	Social Distancing	Faculty/Staff	Principal	In Service	Pandemic Plan	08/27/2020	08/27/2020
3	Student Health	Faculty/Staff	Principal	In Service	Pandemic Plan	08/27/2020	08/27/2020
4	Plan Summary	Faculty/Staff	Principal	In Service	Pandemic Plan	08/27/2020	08/27/2020
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Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Awareness of Planning	Families	Principal	School Messenger	07/10/2020	07/10/2020
2	Pandemic Plan	Pastors/Faculty/Staff	Principal	School Messenger	08/10/2020	08/10/2020
3	Pandemic Plan	Families	Principal	U.S. Mail; School Messenger	08/12/2020	08/12/2020
4	Plan Questions	Families	Principal/Individual Classroom Teachers	Classroom Zoom Meetings	08/19/2020	08/26/2020
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Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	sanitizing, disinfecting throughout the day; hallways marked for social distancing; water fountains shut down; transportation protocols in place by public school policies; where operationally possible classroom windows and doors remain open for adequate ventilation; additional floor fans will be provided
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Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Classroom desks to face front of the room. Desks will be separated as close to 6 feet apart as possible. Desk shields will be provided for larger classes.
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Cafeteria will be used for smaller classes with social distancing measures in place. Meals are prepackaged for delivery to classrooms.

## Strategies, Policies & Procedures

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Hand sanitizing and soap will be provided in classrooms and lavatories for use for use at any time by students and staff.
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signage will be posted throughout the outside and inside building.
Handling sporting activities through formal "Return to Play Plan".	No CYO sports team
Limiting the sharing of materials among students	All shared items will not be available for student use. Items will be covered or stored.
Staggering the use of communal spaces and hallways	Hallways/communal spaces will be labelled for social distancing. Teachers will move to classrooms not students.
Adjusting transportation schedules and practices to create social distance between students	Transportation schedules will be adjusted by public schools. Social distancing will be enforced through staggering number of students exiting for dismissal.
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Desk shields will be purchased for larger classrooms. Smaller classes will be social distancing in the room. All teachers including Art, Computer, and Music will come to individual classes. Gym classes will be held in the appropriate space when feasible.e available as well as other equipment for
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	On site care will be offered. Classroom will be sanitized after all students leave. After school coordinator will have the option of taking students outside.
Other social distancing and safety practices	Increase cleaning of the building; individual outside recess at staggered times; marked hallways for social distancing; water fountains shut down; no shared toys

## Monitoring Student and Staff Health

### Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure	Employees will have daily temperature checks and complete a form. Students will also have daily recorded temperature checks.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Anyone will be sent home or sent to the isolation room. No visitors will be permitted in the building.
Returning isolated or quarantined staff, students, or visitors to school	Physician's notes are required.
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Notification letters will be sent home. Messages will be also be sent via School Messenger.

## Other Considerations for Students and Staff

### Strategies, Policies & Procedures



Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Safeguards are in place for hand washing and hand sanitizing, gloves, face shields, and face masks will also be available. Disinfectant spray will be used when classrooms are empty for the day.

Use of face coverings (masks or face shields) by all staff

Required

Use of face coverings (masks or face shields) by older students (as appropriate)

Required for all students

Unique safety protocols for students with complex needs or other vulnerable individuals

Remote learning is available.

Strategic deployment of staff

Remote learning is available with I pads available for home use. .  
Social/emotional training has been provided but will be reviewed.

School

Assumption B.V.M. School

Date

Jul 23, 2020

Plan Approved By

Signature

*Philip J. Frommelt, Ph.D.*

Date

7/24/20