



Phased School Reopening Health and Safety Plan

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.

Purpose

The York Academy Regional Charter School is committed to procedures and processes that help to safeguard all stakeholders from the spread of communicable diseases. The most important consideration is the health and safety of students, families and employees. In addition to this health and safety plan, over the next two months York Academy will develop additional options to provide in-person instruction, a hybrid model of in-person and distance learning in order to provide academic choices for students whose parents elect to keep them home during this pandemic even when schools are open. York Academy will work to balance the need to open our schools to students and staff while taking practical steps necessary to mitigate risks to our community. This plan has been designed with stakeholder input and will be amended as the need arises.

Authority

The York Academy Board of Trustees is committed to maintaining a safe and healthful environment for its staff and students. Prevention of communicable disease transmission in school requires special attention. Therefore, it shall be the practice of York Academy to provide information and develop procedures to assist in risk mitigation efforts and processes to better avoid the spread of communicable disease.

Responsibility

Under the direction of the Pandemic Coordinator (Chief Executive Officer), the York Academy Pandemic Team developed this Health and Safety Plan. The requirements and guidance of this document are to be implemented and enforced by the York Academy Administration, supervisory personnel, and all staff responsible for the care of children.

Guidelines

Controls have been recommended by the US/PA Department(s) of Health, the Centers for Disease Control (CDC) for “social distancing” to minimize the spread of the virus that causes COVID-19. York Academy will make a good faith effort to follow CDC, Department of Health, and the Pennsylvania Department of Education (PDE) Guidelines/Recommendations for schools. There may be circumstances when actions conflict with the recommended practice. The guidelines contained herein are designed to maintain a healthy and productive environment and help prevent the spread of disease even in these instances.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

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Health and Safety Plan: York Academy Regional 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 York County's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening York Academy has selected by checking the appropriate box in row three of the table below. The remainder of the document provides information regarding York Academy's plan to bring back students and staff, how we will communicate the type of reopening with stakeholders in our 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. Because of this, York Academy created a plan that accounts for changing conditions to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

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):

York Academy will reopen for in-person learning on August 11, 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) |
|----------------|--------------------------------------|--|
| Angela Sugarek | Pandemic Coordinator / Administrator | Plan Development and Response Team |
| David Goodwin | Administrator | Plan Development and Response Team |
| Mike Lowe | Administrator | Plan Development and Response Team |
| Kevin Alvarnaz | Administrator | Plan Development and Response Team |
| Dawnmarie Ezzo | Administrator | Plan Development and Response Team |
| John Noel | Support Staff (Plant Manager) | Plan Development and Response Team |

| | | |
|------------------------|--------------------------------------|---|
| Marla Urey | School Nurse | Plan Development and Response Team |
| Lauren Rooney | Teacher (Special Education) | Plan Development and Response Team |
| Janel Kinard | Teacher (Lower School-PE) | Plan Development |
| Becky Frederick | Teacher (Lower School-Kinder) | Plan Development |
| Wendy Sharpe | Teacher (Lower School-Fourth Grade) | Plan Development and Response Team |
| Alina Henninger | Teacher (Upper School-Science) | Plan Development |
| Laura Riggs | Teacher (Upper School-ELA) | Plan Development |
| Katie Browe | Teacher (Upper School-Math) | Plan Development |
| Rebecca Chester | Teacher (Upper School-Art) | Plan Development and Response Team |
| Anika Jackson | Parent | Plan Development |
| Liz Given | Parent | Plan Development and Response Team |
| Deloris Penn | Parent | Plan Development and Response Team |

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?

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|---|---|------------------------------|--|-------------------|
| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | <p>Custodians will follow a developed checklist of items / areas to clean on a daily basis, with a special focus on high touch areas. Sanitizing sprayer will be used in each building to clean all areas.</p> <p>Follow ASHRAE recommendations, such as disable demand control ventilation and pre purge and post purge</p> <p>Turn off water fountains and keep touchless bottle fillers open and have disposable paper cups available.</p> | <p>Custodians will follow a developed checklist of items / areas to clean on a daily basis, with a special focus on high touch areas. Sanitizing sprayer will be used in each building to clean all areas.</p> <p>Follow ASHRAE recommendations, such as disable demand control ventilation and pre purge and post purge</p> <p>Turn off water fountains and keep touchless bottle fillers open and have disposable paper cups available.</p> | John Noel, Plant Operator | Disinfectant, latex gloves, PPE gown, PPE plastic shield, PPE gloves, bleach sanitizing mist sprayer | 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>Other cleaning, sanitizing, disinfecting, and ventilation practices</p> | <p>Each classroom will be equipped with disinfecting spray and disposable paper towels. When students leave classroom, they are to disinfect their desk / area.</p> <p>Students cleaning their space prior to exiting is an effective way to promote cleanliness.</p> <p>Staff member or student identified as symptomatic or positive COVID-19, receive tracing/areas of building and level of staff/student exposure from the School Nurse to inform next steps for cleaning and disinfecting areas or buildings.</p> | <p>Each classroom will be equipped with one-time use sanitizing wipes. When students leave classroom, they are to disinfect their desk / area.</p> <p>Students cleaning their space prior to exiting is an effective way to promote cleanliness.</p> <p>Staff member or student identified as symptomatic or positive COVID-19, receive tracing/areas of building and level of staff/student exposure from the School Nurse to inform next steps for cleaning and disinfecting areas or buildings.</p> | <p>John Noel, Plant Operator</p> | <p>Disinfectant, latex gloves, PPE gown, PPE plastic shield, PPE gloves, bleach sanitizing mist sprayer</p> | <p>Y</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?

| 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) |
|---|---|--|---|--|-------------------|
| * Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible | <p>Individual student desks will be forward facing. Student desks to be separated by at least 6 feet and classroom occupancy will be adjusted to ensure at least 36 square feet per student.</p> <p>Students will be limited to one student out of the classroom at a time whenever possible.</p> <p>Consider the unique needs of music programming and ensure transmission risk-mitigation protocols are in place to address hygiene, disinfection of equipment, distancing during practice, and numbers of participants. Due to potential</p> | <p>Individual student desks will be forward facing. Student desks to be separated by 6 feet.</p> <p>Students will be limited to one student out of the classroom at a time whenever possible.</p> <p>Consider the unique needs of music programming and ensure transmission risk-mitigation protocols are in place to address hygiene, disinfection of equipment, distancing during practice, and numbers of participants.</p> | <p>Classroom Teachers</p> <p>Music Teachers</p> | <p>Additional student desks/tables</p> <p>Carts to allow specials teacher to push in to classrooms</p> <p>Cubicles to provide office space for specials teacher who will no longer have a classroom</p> <p>Additional trash cans in classrooms</p> | 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) |
|---|--|--|--|---|-------------------|
| | increased risk of droplet transmission, wind instruments will not be used during this phase. | | | | |
| <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> | <p>Lower School (K-6) All students will eat in their classrooms. No other congregate settings will be in use.</p> <p>Upper School (Grades 7-11) Available cafeteria seating cut to 25% of normal occupancy. Remainder of students will utilize outdoor seating and classrooms for meals. No other congregate settings will be in use.</p> | <p>Lower School (K-6) Cafeteria will be used for younger students (K-2) with at least 6 feet of distance between students and all students facing the same direction. Students in grades 3-6 will eat in their classrooms. No other congregate settings will be in use.</p> <p>Upper School (Grades 7-11) Available cafeteria seating cut to 50% of normal occupancy. Remainder of students will utilize outdoor seating and classrooms for meals. No other congregate settings will be in use.</p> | <p>Angela Sugarek, CEO</p> <p>David Goodwin, Head of Lower School</p> <p>Mike Lowe, Head of Upper School</p> <p>Regina Arnold, Food Services Manager</p> | <p>Additional trash cans in classrooms</p> | |
| <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> | <p>Lower School (K-6) Students will participate in adult supervised handwashing upon arrival in the morning, prior to/after snacks, lunch and recesses. Focus will be on proper technique and duration (20 seconds). When sinks are not available, students will be provided with hand sanitizer.</p> <p>Upper School (Grades 7-11) Students will be provide with hand sanitizer upon entry to classrooms. Encourage to wash hands before and after meals. Students will wipe down their area upon dismissal using disinfecting wipes.</p> | <p>Lower School (K-6) Students will participate in adult supervised handwashing upon arrival in the morning, prior to/after snacks, lunch and recesses. Focus will be on proper technique and duration (20 seconds). When sinks are not available, students will be provided with hand sanitizer.</p> <p>Upper School (Grades 7-11) Students will be provide with hand sanitizer upon entry to classrooms. Encourage to wash hands before and after meals. Students will wipe down their area upon dismissal using disinfecting wipes.</p> | <p>All School Employees</p> | <p>Portable sinks in classrooms without a sink</p> <p>Hand sanitizing stations at entry ways</p> <p>Disinfecting wipes</p> <p>Signage the procedure & schedule for handwashing & disinfecting of surfaces</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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> | <p>CDC Guidance posted around each classroom, office, cafeteria and entrance:</p> <ul style="list-style-type: none"> - Wash Your Hands! - Symptoms of Coronavirus (Covid-19) - Stop the Spread of Germs - Stay Home When You're Sick - Stay Healthy, Wash Your Hands | <p>CDC Guidance posted around each classroom, office, cafeteria and entrance:</p> <ul style="list-style-type: none"> - Wash Your Hands! - Symptoms of Coronavirus (Covid-19) - Stop the Spread of Germs - Stay Home When You're Sick - Stay Healthy, Wash Your Hands | <p>Angela Sugarek, CEO</p> <p>David Goodwin, Head of Lower School</p> <p>Mike Lowe, Head of Upper School</p> | <p>Wash Your Hands!</p> <p>Symptoms of Coronavirus (Covid-19)</p> <p>Stop the Spread of Germs</p> <p>Stay Home When You're Sick</p> <p>Stay Healthy, Wash Your Hands</p> | <p>N</p> |
| <p>* Identifying and restricting non-essential visitors and volunteers</p> | <p>No non-essential visitors or volunteers permitted in building.</p> | <p>Only permitted by special permission of administration. Anyone entering building must complete a brief health survey with data recorded by time, purpose, date, destination and responsible person</p> | <p>Angela Sugarek, CEO</p> <p>David Goodwin, Head of Lower School</p> <p>Mike Lowe, Head of Upper School</p> | <p>Health survey and sign-in log</p> | <p>Y</p> |
| <p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> | <p>Prohibit sharing of items that are difficult to clean, sanitize, or disinfect.</p> <p>Students prohibited from sharing towels, clothing, or other items used to wipe their faces or hands.</p> <p>Assure an adequate supplies of shared items to minimize sharing of equipment to the extent possible (e.g., protective gear, balls, bats, water bottles); otherwise, limit use of supplies and equipment to one group</p> | <p>Discourage sharing of items that are difficult to clean, sanitize, or disinfect.</p> <p>Students prohibited from sharing towels, clothing, or other items used to wipe their faces or hands.</p> <p>Assure an adequate supplies of shared items to minimize sharing of equipment to the extent possible (e.g., protective gear, balls, bats, water bottles); otherwise, limit use of supplies and equipment to one group</p> | <p>Classroom and PE Teachers</p> | <p>Additional equipment to minimize sharing</p> | <p>N</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>of players at a time and clean and disinfect between use.</p> <p>PE staff develop lessons for contact less activities</p> | <p>of players at a time and clean and disinfect between use.</p> <p>PE staff develop lessons for contact less activities</p> | | | |
| Limiting the sharing of materials among students | <p>All students maintain own classroom supplies.</p> <p>Computers are assigned to individual students so sharing is not necessary.</p> <p>When library books are checked back in, they will be wiped down per York County Library standards.</p> <p>Daily cleaning of any shared classroom resources.</p> | <p>All students maintain own classroom supplies.</p> <p>Computers are assigned to individual students so sharing is not necessary.</p> <p>When library books are checked back in, they will be wiped down per York County Library standards.</p> <p>Daily cleaning of any shared classroom resources.</p> | Classroom Teachers | Materials and supplies to minimize sharing | Y |
| Staggering the use of communal spaces and hallways | Minimize need for use of communal spaces and hallways. Hallway transitions staggered, "Be Right, Stay Right" enforced and one way stair use. | Minimize need for use of communal spaces and hallways. Hallway transitions staggered, "Be Right, Stay Right" enforced and one way stair use. | All School Employees | Tape for floors, signage for stair doors | N |
| Adjusting transportation schedules and practices to create social distance between students | We will collaborate with sending districts on for all transportation issues. | We will collaborate with sending districts on for all transportation issues. | Yailine Eshelman, Transportation Coordinator | N/A | N |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | <p>Lower School (K-6) Special area classroom teachers will provide instruction in the regular education teacher's classroom, except for PE.</p> <p>Staff meetings and PD delivered either to small groups or virtually.</p> | <p>Lower School (K-6) Special area classroom teachers will provide instruction in the regular education teacher's classroom, except for PE.</p> <p>Staff meetings and PD delivered either to small groups or virtually.</p> | <p>Angela Sugarek, CEO</p> <p>David Goodwin, Head of Lower School</p> <p>Mike Lowe, Head of Upper School</p> | <p>Technology to support video conferencing</p> <p>Carts for Specials Teachers</p> | 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) |
|--|---|--|---|--|-------------------|
| | <p>No assemblies or other large gatherings</p> <p>Upper School (Grades 7-11) Maintain students in cohort groups when feasible.</p> <p>Staff meetings and PD delivered either to small groups or virtually.</p> <p>No assemblies or other large gatherings</p> | <p>No assemblies or other large gatherings</p> <p>Upper School (Grades 7-11) Maintain students in cohort groups when feasible.</p> <p>Staff meetings and PD delivered either to small groups or virtually.</p> <p>No assemblies or other large gatherings</p> | | | |
| <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> | <p>Lower School (K-6) JCC York child care provider will meet with Head of School to coordinate efforts in conjunction with the building plans.</p> | <p>Lower School (K-6) JCC York child care provider will meet with Head of School to coordinate efforts in conjunction with the building plans.</p> | <p>David Goodwin, Head of Lower School</p> | <p>N/A</p> | <p>N</p> |
| <p>Other social distancing and safety practices</p> | <p>We may utilize a hybrid model during yellow, with students attending school in person four days a week and completing assignments at home the other day. This will allow for the building to be closed for deep cleaning mid-week.</p> <p>Care givers will be provided screening protocols to complete daily before sending their child to school.</p> <p>Perfect attendance will not be celebrated and attendance</p> | <p>Care givers will be provided screening protocols to complete daily before sending their child to school.</p> <p>Perfect attendance will not be celebrated and attendance requirement for promotion will be waived.</p> <p>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.</p> | <p>Angela Sugarek, CEO</p> <p>Marla Urey, School Nurse</p> <p>TaTyana Abreu, Attendance Coordinator</p> | <p>Laminated copy of screening protocols for each family</p> | <p>N</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>requirement for promotion will be waived.</p> <p>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.</p> | | | | |

Middle and High School Athletics/Activities:

| 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) |
|---|---|---|--|--|-------------------|
| * Practice Guidelines | <p>Non-contact drills with social distancing</p> <p>Small groups for practice</p> <p>Conditioning exercises</p> <p>Fewer participants</p> | <p>Contact drills permitted and full team activities</p> | Team Coaches | Guidelines NFHS | Y |
| * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | <p>Daily cleaning of equipment, locker rooms, training rooms</p> <p>Use of hand sanitizer as needed</p> <p>Wash hands before and after activities</p> | <p>Daily cleaning of equipment, locker rooms, training rooms</p> <p>Use of hand sanitizer as needed</p> <p>Wash hands before and after activities</p> | <p>Team Coaches</p> <p>Custodial Staff</p> | Hand sanitizer | Y |
| * Identifying and restricting nonessential visitors and volunteers | <p>Request that parents/visitors remain in spectator areas and not on fields. Limit the number of spectators to 25.</p> | <p>Request that parents/visitors remain in spectator areas and practice social distancing. Limit the number of spectators to 50% capacity of gym.</p> | Team Coaches | Not needed | N |
| Limiting the sharing of materials among students | <p>Students provide their own water bottles.</p> | <p>Students provide their own water bottles.</p> | Team Coaches | May need water bottles | 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?

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|--|---|---|-------------------|
| * Monitoring students and staff for symptoms and history of exposure | <p>Parents and staff will be expected to complete a monitoring check list prior to coming.</p> <p>Staff and parents will be encouraged to report concerning contacts with high risk individuals or locations via an online form that will be monitored by our school nurse.</p> <p>Closely monitor daily absence rates of students and staff, which will include making individual contact with</p> | <p>Parents and staff will be expected to complete a monitoring check list prior to coming.</p> <p>Staff and parents will be encouraged to report concerning contacts with high risk individuals via an online form that will be monitored by our school nurse.</p> <p>Closely monitor daily absence rates of students and staff, which will include making individual contact with</p> | <p>Angela Sugarek, CEO</p> <p>Marla Urey, School Nurse</p> <p>TaTyana Abreu, Attendance Coordinator</p> | <p>Self-Reporting Form for families, staff and visitors</p> | 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) |
|---|--|--|--|--|-------------------|
| | <p>parents when students are absent so that we can track symptoms within our community.</p> <p>Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</p> <p>Adopt flexible attendance policies for students and staff.</p> | <p>parents when students are absent so that we can track symptoms within our community.</p> <p>Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</p> <p>Adopt flexible attendance policies for students and staff.</p> | | | |
| <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> | <p>If a staff member or student or any member of the school community becomes ill (temp. > 100, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home within 30 minutes of parent notification.</p> <p>A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines.</p> <p>These rooms will be disinfected immediately after the potentially infected person has vacated the space.</p> | <p>If a staff member or student or any member of the school community becomes ill (temp. > 100, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home within 30 minutes of parent notification.</p> <p>A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines.</p> <p>These rooms will be disinfected immediately after the potentially infected person has vacated the space.</p> | <p>Marla Urey, School Nurse</p> | <p>PPE, cleaning supplies</p> | <p>Y</p> |
| <p>* Returning isolated or quarantined staff, students, or visitors to school</p> | <p>Fever free for three days w/o medication, respiratory symptoms have improved for three consecutive days and Seven days passed since onset of symptoms</p> <p>OR</p> | <p>Fever free for three days w/o medication, respiratory symptoms have improved for three consecutive days and Seven days passed since onset of symptoms</p> <p>OR</p> | <p>Marla Urey, School Nurse for students</p> <p>Oneida Berrios, HR Manager for Staff</p> <p>Angela Sugarek, CEO for visitors</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>Confirmation from doctor in writing that cause of fever is not COVID-19 related.</p> <p>Students missing extended periods of time will be provided distance learning opportunities.</p> | <p>Confirmation from doctor in writing that cause of fever is not COVID-19 related.</p> <p>Students missing extended periods of time will be provided distance learning opportunities.</p> | | | |
| <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p> | <p>Any school closure, change in school calendar or change in protocols will be available via:</p> <ul style="list-style-type: none"> -Email correspondence -School Messenger -Social Media -York Academy Webpage | <p>Any school closure, change in school calendar or change in protocols will be available via:</p> <ul style="list-style-type: none"> -Email correspondence -School Messenger -Social Media -York Academy Webpage | <p>Angela Sugarek, CEO</p> | <p>Constant Contact for Email</p> <p>School Messenger for Phone Calls</p> <p>Social Media</p> <p>York Academy Webpage</p> | <p>N</p> |
| <p>Other monitoring and screening practices</p> | <p>All students/staff who appear ill or are exhibiting symptoms will be assessed by the school nurse.</p> <p>For known or suspected COVID19 cases, local health officials will be notified for further instruction.</p> <p>Staff and families of exposure or confirmed case will be notified while maintaining confidentiality.</p> <p>If a student or staff is aware of an exposure to a positive COVID19 case they are required to contact the York County Health Department and their physician for treatment, isolation, and quarantine instructions.</p> | <p>All students/staff who appear ill or are exhibiting symptoms will be assessed by the school nurse.</p> <p>For known or suspected COVID19 cases, local health officials will be notified for further instruction.</p> <p>Staff and families of exposure or confirmed case will be notified while maintaining confidentiality.</p> <p>If a student or staff is aware of an exposure to a positive COVID19 case they are required to contact the York County Health Department and their physician for treatment, isolation, and quarantine instructions.</p> | <p>Angela Sugarek, CEO</p> <p>Marla Urey, School Nurse</p> <p>Oneida Berrios, HR Manager for Staff</p> | <p>N/A</p> | <p>Y</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 supports for social emotional wellness at school and at home?

| 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>* Protecting students and staff at higher risk for severe illness</p> | <p>For staff, provide flexible work from home options when possible.</p> <p>As needed monitoring in the health office for anyone who appears or becomes ill at school: Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Temperature greater than 100? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</p> <p>Advise daily self-monitoring of students and staff prior to coming to school.</p> <p>Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</p> <p>Adopt flexible attendance</p> | <p>As needed monitoring in the health office for anyone who appears or becomes ill at school: Ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Temperature greater than 100? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?</p> <p>Advise daily self-monitoring of students and staff prior to coming to school.</p> <p>Encourage staff to stay home if they are sick and encourage parents to keep sick children home.</p> <p>Adopt flexible attendance</p> | <p>Angela Sugarek, CEO</p> <p>David Goodwin, Head of Lower School</p> <p>Mike Lowe, Head of Upper School</p> | <p>N/A</p> | <p>N</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>* Use of face coverings (masks or face shields) by all staff</p> | <p>A mask and/or face shield must be worn by all adults while in the building. Face shields will be provided to all employees and disposable masks will be available for students. Masks from home will be allowed, as long as they adhere to the DOH published Guidance on Homemade Masks During COVID-19.</p> <p>No person may enter a building without a mask. Signs are placed at each entrance.</p> <p>Staff unable to wear a mask or face shield due to a specific health condition must discuss accommodation with HR. Refusal to wear a face covering will result in being sent home from work unpaid.</p> | <p>A mask and/or face shield must be worn in all public areas and in spaces with another person or people within 6 feet.</p> <p>Face shields and/or masks will be provided for all staff members.</p> <p>No person may enter a building without a mask. Signs are placed at each entrance.</p> <p>Staff unable to wear a mask or face shield due to a specific health condition must discuss accommodation with HR. Refusal to wear a face covering will result in being sent home from work unpaid.</p> | <p>Angela Sugarek, CEO</p> <p>David Goodwin, Head of Lower School</p> <p>Mike Lowe, Head of Upper School</p> | <p>Disposable masks, face shields</p> | <p>N</p> |
| <p>* Use of face coverings (masks or face shields) by students (as appropriate)</p> | <p>Students will be required to wear a face covering at all times while in the building.</p> <p>Masks from home will be allowed, as long as they adhere to the DOH published Guidance on Homemade Masks During COVID-19.</p> | <p>All students will be required to wear face covering in hallways, bathrooms, gyms and other common areas outside of classrooms.</p> <p>Masks will be available for students who do not have one and face coverings from home will be allowed.</p> | <p>All School Employees</p> | <p>Disposable masks</p> | <p>N</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) |
|--|---|---|---|--|-------------------|
| Unique safety protocols for students with complex needs or other vulnerable individuals | IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals. | IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals. | Angela Sugarek, CEO | NA | N |
| Strategic deployment of staff | Virtual meetings when possible, shared spaces will be divided by barriers or staff will be relocated. | Virtual meetings when possible, shared spaces will be divided by barriers or staff will be relocated. | Angela Sugarek, CEO David Goodwin, Head of Lower School Mike Lowe, Head of Upper School | Computers, online conferencing tool(Google Meet or Zoom) | N |

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 |
|---|----------------------|---------------------------|--|--|-----------------|-----------------|
| Cleaning, sanitizing, disinfecting, and ventilating practices & expectations | Custodial Staff | John Noel, Plant Operator | In-person | CDC guidance documents and York Academy Health & Safety Plan | June 29, 2020 | August 1, 2020 |
| Best Practices in COVID19 Prevention | All School Employees | Angela Sugarek, CEO | In-person, online and video presentation | CDC guidance documents | August 1, 2020 | August 10, 2020 |
| Best Practices in COVID19 Prevention | All Students | Classroom Teachers | In-person, online and video presentation | CDC guidance documents | August 11, 2020 | August 14, 2020 |
| Review and Implantation of the York Academy Health & Safety Plan | All School Employees | Angela Sugarek, CEO | In-person, online and video presentation | Handouts, computers, video conferencing software (Zoom, Google Meet) | August 1, 2020 | August 10, 2020 |

| Topic | Audience | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed | Start Date | Completion Date |
|---|-----------------------------|--------------------------|--|--|----------------|-----------------|
| Review and Implantation of the York Academy Health & Safety Plan | Parents & Community Members | Angela Sugarek, CEO | online and video presentation | Handouts, computers, video conferencing software (Zoom, Google Meet) | July 1, 2020 | August 1, 2020 |
| Additional trainings regarding safety, hygiene, distance learning, and others for school employees as needed | All School Employees | Angela Sugarek, CEO | In-person, online and video presentation | Handouts, computers, video conferencing software (Zoom, Google Meet) | August 1, 2020 | June 1, 2021 |

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, York Academy will maintain ongoing communication with local and state authorities to determine current mitigation levels in our community.

| Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
|--|------------------------|--------------------------|--|----------------|-----------------|
| Community Presentation of York Academy Health & Safety Plan | York Board of Trustees | Angela Sugarek, CEO | School Board Meetings | June 29, 2020 | June 29, 2020 |
| Presentation of York Academy Health & Safety Plan | All School Employees | Angela Sugarek, CEO | Email | June 30, 2020 | July 3, 2020 |
| Presentation of York Academy Health & Safety Plan | Parents | Angela Sugarek, CEO | Email, Social Media, School website, Phone calls | July 6, 2020 | July 17, 2020 |
| Regular reminders to complete monitoring check list every day prior to coming | Parents & Staff | Angela Sugarek, CEO | Email, Social Media, School website, Phone calls | August 5, 2020 | June 1, 2021 |
| Regular reminders regarding hand hygiene and social distancing | Parents & Staff | Angela Sugarek, CEO | Email, Social Media, School website, Phone calls | August 5, 2020 | June 1, 2021 |