

Saint John Neumann Regional School

Mary Comensky

Plan Submitted By
Mary Comensky

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

Saint John Neumann Regional 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?

As long as Carbon and Lehigh counties are operating in the GREEN or YELLOW phase of operations, we intend to provide in-person instruction after developing a written Health and Safety Plan to be approved by the Diocese of Allentown. We will also offer virtual instruction, to be completed from home, that would also provide a continuum of learning for the families who are not comfortable returning to school just yet. St. John Neumann Regional School plans to maintain communications with local and state Dept. of Public Health officials for guidance as needed. Signage will be posted in classrooms, hallways, restrooms, and entrances to communicate the importance of how to stop the spread of Covid19. Preventative measures will be stressed along with good hygiene practices and specific protocols. Protocols for students and staff who feel ill or experience symptoms will be established and we are considering ways to accommodate the needs of our high-risk population. All classrooms, common areas, stairwells, offices, and meeting areas will be sanitized and disinfected properly using EPA approved cleaning solutions. Social distancing spaces will be marked on tables, floors, and walls as dictated by the current guidelines.

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

In order to develop our plan for re-opening St. John Neumann Regional School, several school families were asked to participate in a ZOOM meeting and offer their insights and opinions on how safe they feel returning to school in August, and what we, as a school community, could do to calm and address their concerns. The group was composed of the principal, three faculty representatives, a medical doctor, two nurses, several parents, and three students. After the initial meeting, the teachers and administrative staff met to address concerns and brainstorm possible scenarios and solutions. Both groups met at least twice to brainstorm and offer input on the back to school protocols.

How will you communicate your plan to your community?

SJNRS will communicate our plan to the community by emailing it to our school families, staff, pastors, advisory board members, and other stakeholders who have an interest in our school. The plan will also be posted to our school website and social media.

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

Once SJNRS reopens in the Fall, we will follow the directives of the Diocese of Allentown, the PA Governor's orders, the PA Department of Health, and the Center for Disease Control recommendations. Both local health officials and Office of Education will be notified. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education. Should we need to make a significant modification to our operations, the guidance will be emailed, posted on our school website and social media page, as well as broadcast on the following Television stations:
WNEP< WBRE< WFMZ< WYOU.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Mary Comensky	Administration	Both
2	Jackie McCandless	Administrative Assistant	Both
3	Georgia Mock	Teacher	Both

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
4	Mary Hartz	Teacher	Both
5	Betty McCall	Teacher	Both
6	Sandra Duda	Administrative Assistant	Both
7	Hessinger Family	Parents and Student	Health and Safety Plan Development
8	Kress Family	Registered Nurse, Students	Health and Safety Plan Development
9	Stacey Morrow	Registered Nurse	Health and Safety Plan Development
10	Winas Family	Doctor of Internal Medicine, Students	Health and Safety Plan Development

How will you ensure the building is cleaned and ready to safely welcome staff and students?

Cleaning, sanitizing, and disinfecting will be performed in accordance with current CDC and PA DOH guidelines. EPA approved products will be used in accordance with labeling requirements. Each teacher will be in charge of disinfecting his or her own classroom at several times throughout the day. The custodial staff will focus on everyday responsibilities and stress excessively touched items, restrooms, railings, etc. Any dirty surfaces will be washed with soap and water or cleaner before disinfecting.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Cleaning, sanitizing, and disinfecting will be performed in accordance with current CDC and PA DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.

EPA Disinfectants: EPA #47371-129 and EPA# 82972-1

SJNRS orders sanitizing and disinfectants through two vendors, Lehigh Valley Janitorial and Office Basics. If cleaning solutions need to be mixed with water, one person will do all of the mixing and distribution to classrooms and staff in order to keep uniformity.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

The cleaning, sanitizing, disinfecting, and ventilation of a school community are an important part of reducing the risk of Covid19. Normal, routine cleaning with soap and water alone can reduce the risk of exposure and is a necessary step before disinfecting surfaces can take place. As a school community, SJNRS will require each teacher and staff member to be responsible for cleaning his/her own area. This will include wiping down desks, chairs, countertops, keyboards, etc. upon arrival, between classes, at lunch time, and at dismissal. Teachers and staff will be required to use hand sanitizer or wash hands with soap and water at hourly intervals, including before and after leaving the classroom or shared area.

What protocols will you put in place to clean and disinfect throughout an individual school day?

There will be several protocols put in place to clean and disinfect properly during the school day. Cleaning, sanitizing, and disinfecting will be performed in accordance with the current CDC and PA DOH guidelines. EPA approved products will be utilized and staff will be trained on how to appropriately use these products. If products are in short supply, a mixture of one-third cup bleach to one gallon of water will be utilized in a spray bottle. Custodial staff will be instructed to clean excessively touched items through out the school day, such as doors, railings, light switches, printers, copiers, etc. Water fountains will be used ONLY to refill water bottles from home. Restrooms and toilets will be maintained using the proper PPE equipment to disinfect toilets, urinals, sinks, paper towel dispensers, and partitions. Floors will be cleaned daily by first dry mopping, then wet mop with a disinfectant. Staff will don proper PPE equipment (masks or face shields, gloves, safety glasses) to clean classrooms and common areas of school building. Hand soap and hand sanitizer stations will be provided in high traffic areas, as well as individual classrooms and offices. Signs will be posted at entrances, bathrooms, and throughout the school to reduce the risk of spreading Covid-19 virus.

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?

The faculty and staff, including lunch person and cleaner, will be trained on proper methods of cleaning, sanitizing, and disinfecting. The staff and students of SJNRS will be expected to adhere to hygiene practices set forth by the CDC and PA DOH including the manner and frequency of hand washing and other best practices. The custodial staff will be

shown the new ventilation system so that an increase of outside air will be introduced to the building through the current HVAC system. Air filter changes will remain on the same schedule and windows will be opened in areas where the

HVAC system is not capable of outside air transfer. The training will be provided by the vendor who supplies our cleaning products in the month of August. If scheduling conflicts do not allow for face to face training, a ZOOM meeting or webinar may be utilized. Preparedness to implement as a result of training will be measured by each staff member demonstrating the correct methods of cleansing, sanitizing, and disinfecting in the school environment or by signing and dating a statement that a webinar training was viewed.

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)
Mary Come nsky EPA Disinfectants : EPA #47371-129 and EPA#82972-1, http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html	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)
Mary Comensky Same as Yellow	Yes	

Other cleaning, sanitizing, disinfecting, and ventilation practices

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Hygiene practices for students and staff including the manner and frequency of hand washing : staff and students are expected to adhere to hygiene practices set forth by CDC and PA DOH. PPE will be utilized by staff and students in accordance with guidelines. Hand soap or sanitizer will be provided with at least 60% alcohol, paper towels in all bathrooms, classrooms, and high-traffic areas. Posting signs in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs. Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and PA DOH guidelines after use. Allow students to and staff to bring water bottles from home.	same as yellow phase	Mary Come nsky, Principal	PPE, signage, https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html	No

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

Classroom/ learning space occupancy of 3-6 feet of separation of student desks and tables will be allowable with our student enrollment. Kindergarten tables will be marked with plexiglass divider to separate table into fourths. Grades 1-8 will be able to socially distance desks and seating spaces. Plastic desk top dividers have been ordered for the grades that seek a more structured division of personal space. For those students or families who are not comfortable physically returning to school on August 31, 2020, SJNRS will offer a Virtual Academy of instruction to mirror the classroom teaching and learning that can be accessed remotely from home. The families who opt for this remote learning will decrease the number in students in the classrooms and free space to be configured into the social distancing guidelines.

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

In order to decrease the number of students and staff who come into contact with each other throughout the school day,

the following options will be employed: Students in grades K-2 will be sent directly to classroom instead of gathering in hallway (after temperatures are taken and recorded). Grades 3-8 can gather in school cafeteria, wearing masks and sitting in socially distanced seat. Students may not leave seat until after morning announcements and temperature check before entering building. In grade 6-8, teachers will switch classroom for subjects requiring different teacher. Students will remain in homeroom. Recess and lunch times will be adjusted to allow for least amount of people gathered in cafeteria in grades 3-8. Grades K-2 will eat lunch in classrooms. Recess times will be staggered to allow for proper social distancing. Students will be called and dismissed according to bus arrivals, instead of large gathering in school hall.

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

Hand sanitizer for students and staff will be made available. Disposable plates, utensils, napkins, etc. will be used with lunch preparation and service. Spaced lines will be marked to enter and exit the cafeteria and stairwells, staggered use of common areas, and wearing of masks while in school. Cafeteria tables will be sanitized before and after students use tables and chairs. Areas of common areas and hallways will be designated to promote one way flow of movement.

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

We will stagger outdoor recess times by class to meet social distancing guidelines. Classes will not be permitted to mix with other grades as usual for recess. Hula hoops can be utilized to mark 3-6 feet increments.

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

Symptom screening will be done by parents or guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. Buses can operate with a maximum of two students per seat, with the understanding that masks will be required of students while on the bus and upon entrance into school buildings. The enrollment numbers of SJNRS allow for social distancing on all busses. No food or drink will be allowed on bus. Field trips will be discontinued in lieu of virtual experiences.

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

Visitors will be permitted on an as-needed basis, and must call office before arrival. Temperature of visitor will be taken as well as completion of Covid-19 Screening Checklist for visitors and staff questionnaire. Signs will be posted in hallways and entrances to illustrate how to stop the spread of covid-19 virus. Hand sanitizer will be provided to all staff, students, and visitors upon entering the building.

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

The only safety protocols that will differ based on age or grade levels is for our Kindergarten class. SJNRS will purchase clear plexiglass table dividers that will allow for social distancing and a physical barrier between the children. These clear dividers will allow for children to view the teacher's mouth especially when learning and imitating sounds and formation of words. In the event these dividers cannot be acquired before the opening of school, students will have to wear masks.

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?

The stakeholders that will be trained on social distancing and other safety protocols will include the administration, faculty, staff, and students of SJNRS. The training will either be provided by the vendor who provides our sanitizers and disinfecting materials or a Safe School webinar training video to be viewed by school community. Signage throughout the school campuses will also provide guidelines on social distancing and other necessary safety protocols. Preparedness to implement as a result of the training will be a sign off sheet for adults and staff who have viewed the mandatory training video.

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)

	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.	Elementary students will have desks and /or tables set to allow for a minimum Of 3-6 feet of distance from their peers and staff. Utilizing outdoor space as often as possible will be key in preventing the spread of infection.	Same as yellow	Mary Comensky	Social distance floor stickers, tape measures	
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	If SJNRS is operating in the yellow phase, meals will be served in the classrooms for grades K-2. Grades 3-8 pick up disposable trays of lunch items or packed lunch from home and follow spaces marked on floor to designate social distancing. Students remain in assigned seats. Absolutely no sharing of food , drinks, or utensils will be permitted. Cleaning of cafeteria and other high-touch surfaces will be performed before and after lunch. Encourage classes to eat outside, weather permitting.	Same as yellow	Mary Comensky	Hand sanitizer, masks worn until ready to eat food, disposable trays, plastic utensils, signage	
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	Educate and invest in proper hygiene and reinforce washing hands as well as covering coughs and sneezes among children and staff. Portable hand washng stations will be located in both campuses as well as smaller units located in restrooms and classrooms. WHEN teaching students school routines at beginning of year, include routines for washing hands and keeping shared spaces clean. Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs. Broadcast regular announcements on reducing the spread of Covid-19 on PA system. Encourage hourly washing of hands.	Same as yellow	Mary Comensky	Additional hand soap, sanitizer, signs that promote proper hygiene practices	
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Signs will be posted in highly visible locations, such as school entrances, restrooms, etc. that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a cloth face covering.Free CDC print and digital resources on CDC's communications resources main page will be printed and shared.	Same as yellow	Mary Comensky	https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html	

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Identifying and restricting non-essential visitors and volunteers.	Visitors will only be permitted on an as-needed basis and will phone office before arriving. Temperature will be taken upon arrival and Covid questionnaire will be completed. Signage will be posted in hallways and entrances to communicate how to stop the spread. Covid-19 symptoms, preventative measures, good hygiene will be stressed. Hand sanitizer will be available to visitors for use prior to entering. Spaced lines mark the entrance and exits of buildings. Face coverings will be required for all visitors entering the building and while conducting business in the building.	Same as yellow	Mary Comensky	https://www.ahcanca.org/facility_operations/disaster_planning/Documents/COVID19-Screening-Checklist-SNF-Visitors.pdf	
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	Select and provide safe opportunities for exercise and sports events for students. Consider the following; • Physical proximity of players, and the length of time that players are close to each other or to staff. • Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles). • Ability to engage in social distancing while not actively engaged in play (e.g., practice, games, locker rooms, showers). • Engagement of players at higher risk of developing serious disease. • Size of the team. • Limit travel outside of the local community. • Implement transmission risk-mitigation protocols in noncontact sports to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants. • Require enhanced surveillance and testing for any contact sports to minimize higher risk of transmission in participating athletes.	Same as yellow	Mary Comensky	https://www.governor.pa.gov/covid-19/sports-guidance/	
Limiting the sharing of materials among students	Limit mixing of groups to greatest extent possible. For class changes and other times of transition throughout the day: additional time will be provided for transitions and movement, flow flow will be designated in hallways to designate flow of traffic, Plan staggered class changes to decrease number of students in hall at given time, and have the same group of students stay with the same staff as much as possible.	Same as yellow	Mary Comensky	plastic gallon bags, sandwich bags	
Staggering the use of communal spaces and hallways	Limit mixing of groups to greatest extent possible. For class changes and other times of transition throughout the day: additional time will be provided for transitions and movement, flow flow will be designated in hallways to designate flow of traffic, Plan staggered class changes to decrease number of students in hall at given time, and have the same group of students stay with the same staff as much as possible.	Same as yellow	Mary Comensky	tape, floor stickers for social distancing	

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	<p>Symptom screening will be done by all parents and guardians at home each morning before the school day. No children with symptoms will be sent on a bus or to school. Buses can operate with a maximum of two students per seat. Masks will be required of all students and driver and staff on bus. Bus company will establish protocols for bus stops, loading and unloading students to minimize congregation of children from different households. Spaced seating will be implemented to ensure social distancing between all passengers. Visual cues will be affixed to bus areas where students should not sit. Hand sanitizer will be provided for students, driver, and monitor. Face masks will be worn on bus. No field trips, food or drink allowed on bus. Frequently touched surfaces will be cleaned and disinfected after each scheduled run. Air our buses when not in use. Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on bus in sight of all passengers.</p>	Same as yellow	Mary Comensky	signage, hand sanitizer, masks,	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>When children are in the classroom, to the greatest extent possible, efforts should be made to arrange the classroom furniture to leave as much space as possible between students. Smaller class sizes, if feasible, will aid in physical distancing. If weather permits, consideration could be given to having classes outside.</p>	same as yellow	Mary Comensky	PPE, signage, floor markings	
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>Administrative assistants will send or receive updated changes of protocol from Child care centers and bus companies and relay information through classroom phone system and news stations, if necessary</p>	Same as yellow	Mary Comensky	Call list of daycare providers phone numbers, bus companies, calendars	

Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
<p>Other social distancing and safety practices</p> <p>Create designated routes for students to get to and from classrooms, including different and separate entrance points for students in different grades. Provide visual cues/physical guides, such as tape on floors or sidewalks and signs/posters on walls, to guide appropriate distances in lines/queues and at other times (e.g., guides for creating "one-way routes" in hallways). Stagger periods of student movement around the school and discourage students congregating in the hallways.</p>	Same as yellow	Mary Comensky	signage, floor markings	

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

Students, staff, and others who interact with each other will be monitored by temperature checks upon arrival. If fever is present, student will be separated from others and parents will be called to pick up student. Adults and staff and visitors will complete screening questions upon arrival as well.

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)?

It is assumed that parents will take child's temperature at home before leaving from school and will keep child home if a fever or other Covid symptoms are present. Students, as well as adults and visitors, will have temperature checks upon arrival to SJNRS.

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 person will be moved to an isolated area of our stage in Palmerton Campus and the outer office area in Slatington Campus.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

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

The principal, in consultation with the PA DOH and the Office of Education of the Diocese of Allentown, will be responsible for making decisions regarding quarantine or isolation requirements of SJNRS 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 comfortably return?

Anyone who has been in close contact with someone who has COVID-19.

This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

You were within 6 feet of someone who has COVID-19 for at least 15 minutes

You provided care at home to someone who is sick with COVID-19

You had direct physical contact with the person (touched, hugged, or kissed them)

You shared eating or drinking utensils

They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take

Stay home and monitor your health

Stay home for 14 days after your last contact with a person who has COVID-19
 Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
 If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19
 When to start and end quarantine
 You should stay home for 14 days after your last contact with a person who has COVID-19.

Staff who are unable or uncomfortable to return to school will be offered the possibility of working remotely from home, if possible.

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

Date of last close contact with person who has COVID-19 + 14 days= end of quarantine
 You can be with others after

3 days with no fever and
 Respiratory symptoms have improved (e.g. cough, shortness of breath) and
 10 days since symptoms first appeared
 temperature high light icon

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

In order to accommodate students who are unable or uncomfortable to return to school, a virtual component of classwork will be made available.

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?

Generally, contact tracing includes the following steps:

Case investigation: Public health staff work with a patient to help them recall everyone they have had close contact with during the time they may have been infectious.

Contact tracing: Public health staff begin contact tracing by notifying exposed people (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient's identity.

Contact support: Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.

Self-quarantine: Contacts are encouraged to stay home, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to the infected patient, in case they also become ill.

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?

The administration, faculty, staff, students, parents and volunteers of SJNRS will be trained on protocols for monitoring student and staff health. The training will be provided in person through a local health care agency, if possible. If not feasible in person, a Safe Schools professional development webinar will be viewed. Preparedness to implement as a result of training will be a sign-off sheet signed by participant.

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)
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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	One entrance will be utilized for morning student entrance and will be clearly marked. Students will have temperature taken by faculty member before entering building. Staff will also have temperature taken upon arrival and complete Covid questionnaire. Anyone presenting with 100.4 degree fever or higher will be sent home ASAP. Students or staff displaying fever or other Covid related symptoms will be asked to remain in separate quarantine area until arrangements can be made for their dismissal.	Same as yellow	no-touch thermometers, clipboards with questionnaire for staff	
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	A separate triage area will be designated in both campuses to isolate a staff member or student if they become sick or are waiting for a parent or caregiver to arrive.	Same as yellow	divider screen, chair, hand sanitizer, disinfectant	
Returning isolated or quarantined staff, students, or visitors to school	In order to prevent the spread of infection, students and staff who have signs/symptoms of COVID-19 should not attend school and should go to their primary care provider or an assessment centre for testing. Direction will be provided by the local public health unit to those who have had an exposure to a confirmed case of COVID-19 or who have been diagnosed with COVID-19 on when they may return to school.	Same as yellow	Doctor's note allowing for safe return to school	
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Training/refresher learning of school staff should include health and safety protocols. Clear, age-appropriate communication about COVID-19 and what to expect when students return to school should be provided to children, youth and parents/caregivers in advance of school reopening. Parents/caregivers will be a major source of comfort and reassurance to their children. It will be important for schools to keep parents/caregivers informed of what the school is doing to protect their children, including how they are preventing the spread of respiratory infections and what parents can do at home (e.g. reinforce hand hygiene and respiratory etiquette, physical distancing, environmental cleaning and increased reassurance). Parents/caregivers will be the ones who will make decisions about keeping their children home if they are sick, and as such, open and frequent communication to parents will be important in ensuring sick children are not sent to school.	Same as yellow	PA DOH, CDC, Office of Education	

	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 monitoring and screening practices	<p>Hand hygiene refers to hand washing or hand sanitizing to remove or kill the virus and is the most effective way to reduce the transmission of organisms. Respiratory etiquette aims to reduce the risk of transmitting droplets that may contain the virus directly onto other surfaces where they may be picked up by others. Education: Staff and students should be provided with targeted, age-appropriate education in proper hand hygiene and respiratory etiquette. Local public health units can provide additional guidance. Age-appropriate posters or signage should be placed around the school. Supplies: Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette and these supplies should be easily accessible. Alcohol Based Hand Rub (ABHR) with a minimum 60% alcohol concentration (60-90% recommended in community settings) throughout the school (including ideally at the entry point to each classroom) and/or plain liquid soap in dispensers, sinks and paper towels in dispensers. Tissues and lined, no-touch waste baskets (i.e., foot pedal-operated, hand sensor, open basket). Support or modifications allowing students with special needs to regularly perform hand hygiene as independently as possible. Hand hygiene should be conducted by anyone entering the school and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (e.g., before eating food, after using the washroom). Possible options would be to have regular scheduled hand hygiene breaks based on a pre-specified schedule</p>	Same as yellow	Mary Comensky	hand soap, hand sanitizer	

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

On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an Order Requiring Universal Face Coverings. The order, signed under Secretary Levine's authority under the Disease Prevention and Control Act, outlines the situations when a mask must be worn and includes limited exceptions to the face-covering requirement.

The Order requires individuals, including students and teachers, to wear a "face covering." "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.

Under what circumstances are students permitted to remove their face coverings (e.g. masks and face shields)?

Schools may allow students to remove their face coverings when students are:

1. Eating or drinking when spaced at least 6 feet apart;
2. Seated at desks or assigned work spaces at least 6 feet apart; or
3. Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.).

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

It is especially important for people at increased risk of severe illness from COVID-19, and those who live with them, to protect themselves from getting COVID-19.

The best way to protect yourself and to help reduce the spread of the virus that causes COVID-19 is to:

Limit your interactions with other people as much as possible.

Take precautions to prevent getting COVID-19 when you do interact with others.

If you start feeling sick and think you may have COVID-19, get in touch with your healthcare provider within 24 hours.

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

SJNRS will ensure enough substitute teachers are prepared in the event of staff illness by advertising for more qualified teachers to apply for our current list of substitute employees.

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?

St. John Neumann Regional School will strategically deploy both instructional and non-instructional staff to ensure all students have access to quality learning opportunities by offering the option of face to face instructional 5 days a week to the families who are ready to resume live instruction with the proper safeguards in place. We will also live stream our classroom teachers, as well as special teachers, who will employ a tripod and phone to Zoom those students who are not comfortable returning in person at this time. If SJNRS is directed to revert to the red phase, communication and further directives will first be given by the PA Governor, Health Secretary, and Office of Education of the Diocese of Allentown. Our plans to continue with all remote learning would be broadcast on our website, social media pages, and emailed to our families, staff, pastors, and stakeholders.

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	Some children may be at higher risk of adverse outcome from COVID-19 infections due to underlying medical conditions such as immunocompromised states or chronic medical conditions such as cardiac and lung disorders. Children with underlying conditions may attend school as they would per usual. However, it is important for parents to work with their child's healthcare providers so that an informed decision can be made in this regard. This is particularly relevant for children with newly diagnosed illnesses requiring the first-time use of new or augmented immunosuppression. In the event that such children have a documented exposure to the virus, it is recommended that their care providers be contacted for further management. Protection of staff and at-risk persons or families Risk mitigation for teachers and other staff should be similar to those recommended for other public settings, as restrictions are eased and taken into account the appropriate institutional guidance relating to at-risk staff. Physical distancing of school staff from children and other staff should be emphasized.	Same as Yellow Phase	Mary Comensky	masks, face shields, soap and water, hand sanitizer	No
Use of face coverings (masks or face shields) by all staff	On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an Order Requiring Universal Face Coverings. The order, signed under Secretary Levine's authority under the Disease Prevention and Control Act, outlines the situations when a mask must be worn and includes limited exceptions to the face-covering requirement.	Same as Yellow Phase	Mary Comensky	masks, face coverings	No

Action Plan in Yellow Phase		Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Use of face coverings (masks or face shields) by older students (as appropriate)	For the safety of students, staff and families, and to avoid community spread of COVID-19, students and staff are considered to be members of the public who are congregating in indoor locations. As such, they are required to adhere to this Order.	Same as Yellow Phase	Mary Comensky	masks, face coverings	Yes
Unique safety protocols for students with complex needs or other vulnerable individuals	Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.	Same as Yellow Phase	Mary Comensky	parent waiver forms, doctor note, IEP	No
Strategic deployment of staff	Health and Safety Plans must reflect this Order. Understanding the volatility and uncertainty of the COVID-19 virus, plans should be flexible enough to contemplate any future change in conditions.	Same as Yellow Phase	Mary Comensky	email, updated website information, social media	No

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Cleaning, sanitizing, disinfecting, and ventilating learning spaces	Faculty, staff, and students	Mary Comensky	Training Video	spray bottles, sanitizer, disinfectant solution	week of August 24th	
2	Identifying and restricting non-essential visitors and volunteers	Faculty, staff, and students	Mary Comensky	Training Video	TBD	week of August 24th	
3	Handling sporting activities for recess and physical education classes	Faculty, staff, and students	Mary Comensky	Live Training	tables, tape measure, tape, floor stickers	week of August 17th	
4	Monitoring students and staff for symptoms of history of exposure	Faculty, staff, and students	Mary Comensky	Role Play	thermometer, clipboard, questionnaire	week of August 24th	
5	Use of face coverings by students	Faculty, staff, and students	Mary Comensky	Live Training	masks, face shields	week of August 31st	
6	Google classroom training	Faculty, staff, and students	Mary Comensky	live, hands-on Inservice	chrome books, cell phones, tripods for recording	week of August 17th	

Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Building Sanitation	Faculty, Staff, Students and Families	Mary Comensky	print, email, social media	week of July 20th	week of July 20th
2	Safety Protocols for Faculty and Staff	Faculty, Staff, Students and Families	Mary Comensky	school website, email, virtual meeting	week of July 27th	week of July 27th
3	Arrival Screenings and Dismissal	Faculty, Staff, Students and Families	Georgia Mock, Mary Hartz	video	week of August 3rd	week of August 3rd
4	Delivery of Academic Programs	Faculty, Staff, Students and Families	Betty McCall, Mary Hartz	print, email, website	week of August 10th	week of August 10th
5	Lunch and Recess	Faculty, Staff, Students and Families	Georgia Mock, Mary Hartz	print, email, video	week of August 17th	week of August 17th
6	Visitor Policies	Faculty, Staff, Students and Families	Mary Comensky	print, email, website	week of August 24th	week of August 24th

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating earning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Hygiene practices for students and staff including the manner and frequency of hand washing : staff and students are expected to adhere to hygiene practices set forth by CDC and PA DOH. PPE will be utilized by staff and students in accordance with guidelines. Hand soap or sanitizer will be provided with at least 60% alcohol, paper towels in all bathrooms, classrooms, and high-traffic areas. Posting signs in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs. Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and PA DOH guidelines after use. Allow students to and staff to bring water bottles from home.

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

Elementary students will have desks and /or tables set to allow for a minimum of 3-6 feet of distance from their peers and staff. Utilizing outdoor space as often as possible will be key in preventing the spread of infection.

Strategies, Policies & Procedures

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

If SJNRS is operating in the yellow phase, meals will be served in the classrooms for grades K-2. Grades 3-8 pick up disposable trays of lunch items or packed lunch from home and follow spaces marked on floor to designate social distancing. Students remain in assigned seats. Absolutely no sharing of food, drinks, or utensils will be permitted. Cleaning of cafeteria and other high-touch surfaces will be performed before and after lunch. Encourage classes to eat outside, weather permitting.

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

Educate and invest in proper hygiene and reinforce washing hands as well as covering coughs and sneezes among children and staff. Portable hand washing stations will be located in both campuses as well as smaller units located in restrooms and classrooms. When teaching students school routines at beginning of year, include routines for washing hands and keeping shared spaces clean. Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs. Broadcast regular announcements on reducing the spread of Covid-19 on PA system. Encourage hourly washing of hands.

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

Signs will be posted in highly visible locations, such as school entrances, restrooms, etc. that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a cloth face covering. Free CDC print and digital resources on CDC's communications resources main page will be printed and shared.

Handling sporting activities through formal "Return to Play Plan".

Select and provide safe opportunities for exercise and sports events for students. Consider the following:

- Physical proximity of players, and the length of time that players are close to each other or to staff.
- Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles).
- Ability to engage in social distancing while not actively engaged in play (e.g., practice, games, locker rooms, showers).
- Engagement of players at higher risk of developing serious disease.
- Size of the team.
- Limit travel outside of the local community.
- Implement transmission risk-mitigation protocols in noncontact sports to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants.
- Require enhanced surveillance and testing for any contact sports to minimize higher risk of transmission in participating athletes.

Limiting the sharing of materials among students

Limit mixing of groups to greatest extent possible. For class changes and other times of transition throughout the day: additional time will be provided for transitions and movement, flow will be designated in hallways to designate flow of traffic, Plan staggered class changes to decrease number of students in hall at given time, and have the same group of students stay with the same staff as much as possible.

Staggering the use of communal spaces and hallways

Limit mixing of groups to greatest extent possible. For class changes and other times of transition throughout the day: additional time will be provided for transitions and movement, flow will be designated in hallways to designate flow of traffic, Plan staggered class changes to decrease number of students in hall at given time, and have the same group of students stay with the same staff as much as possible.

Adjusting transportation schedules and practices to create social distance between students

Symptom screening will be done by all parents and guardians at home each morning before the school day. No children with symptoms will be sent on a bus or to school. Buses can operate with a maximum of two students per seat. Masks will be required of all students and driver and staff on bus. Bus company will establish protocols for bus stops, loading and unloading students to minimize congregation of children from different households. Spaced seating will be implemented to ensure social distancing between all passengers. Visual cues will be affixed to bus areas where students should not sit. Hand sanitizer will be provided for students, driver, and monitor. Face masks will be worn on bus. No field trips, food or drink allowed on bus. Frequently touched surfaces will be cleaned and disinfected after each scheduled run. Air our buses when not in use. Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on bus in sight of all passengers.

Strategies, Policies & Procedures

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

When children are in the classroom, to the greatest extent possible, efforts should be made to arrange the classroom furniture to leave as much space as possible between students. Smaller class sizes, if feasible, will aid in physical distancing. If weather permits, consideration could be given to having classes outside.

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

Administrative assistants will send or receive updated changes of protocol from Child care centers and bus companies and relay information through classroom phone system and news stations, if necessary

Other social distancing and safety practices

Create designated routes for students to get to and from classrooms, including different and separate entrance points for students in different grades. Provide visual cues/physical guides, such as tape on floors or sidewalks and signs/posters on walls, to guide appropriate distances in lines/queues and at other times (e.g., guides for creating "one-way routes" in hallways). Stagger periods of student movement around the school and discourage students congregating in the hallways

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

One entrance will be utilized for morning student entrance and will be clearly marked. Students will have temperature taken by faculty member before entering building. Staff will also have temperature taken upon arrival and complete Covid questionnaire. Anyone presenting with 100.4 degree fever or higher will be sent home ASAP. Students or staff displaying fever or other Covid related symptoms will be asked to remain in separate quarantine area until arrangements can be made for their dismissal.

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

A separate triage area will be designated in both campuses to isolate a staff member or student if they become sick or are waiting for a parent or caregiver to arrive.

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

In order to prevent the spread of infection, students and staff who have signs/symptoms of COVID-19 should not attend school and should go to their primary care provider or an assessment centre for testing. Direction will be provided by the local public health unit to those who have had an exposure to a confirmed case of COVID-19 or who have been diagnosed with COVID-19 on when they may return to school.

Strategies, Policies & Procedures

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

Training/refresher learning of school staff should include health and safety protocols. Clear, age-appropriate communication about COVID-19 and what to expect when students return to school should be provided to children, youth and parents/caregivers in advance of school reopening. Parents/caregivers will be a major source of comfort and reassurance to their children. It will be important for schools to keep parents/caregivers informed of what the school is doing to protect their children, including how they are preventing the spread of respiratory infections and what parents can do at home (e.g. reinforce hand hygiene and respiratory etiquette, physical distancing, environmental cleaning and increased reassurance). Parents/caregivers will be the ones who will make decisions about keeping their children home if they are sick, and as such, open and frequent communication to parents will be important in ensuring sick children are not sent to school.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Some children may be at higher risk of adverse outcome from COVID-19 infections due to underlying medical conditions such as immunocompromised states or chronic medical conditions such as cardiac and lung disorders. Children with underlying conditions may attend school as they would per usual. However, it is important for parents to work with their child's healthcare providers so that an informed decision can be made in this regard. This is particularly relevant for children with newly diagnosed illnesses requiring the first-time use of new or augmented immunosuppression. In the event that such children have a documented exposure to the virus, it is recommended that their care providers be contacted for further management. Protection of staff and at-risk persons or families Risk mitigation for teachers and other staff should be similar to those recommended for other public settings, as restrictions are eased and taken into account the appropriate institutional guidance relating to at-risk staff. Physical distancing of school staff from children and other staff should be emphasized.

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School

Saint John Neumann Regional School

Philip J. Fromuth, Ph.D. - 7/24/20