



# Phased School Reopening Health and Safety Plan Template

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: Holy Name School

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

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

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

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

## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 18, 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)
Mrs. Robin McMullen	Holy Name School Principal	Plan Development and Response Team
Father Brian Warchola	Holy Name School Pastor	Plan Development and Response Team
Mr. Mike Hurley	Holy Name School Maintenance Manager	Plan Development and Response Team
Mrs. Carol Driskel	Holy Name School Business Manager	Plan Development and Response Team

<b>Mrs. Tina Surkovich</b>	Holy Name School Secretary	Plan Development and Response Team
<b>Mrs. Maria Persio</b>	Holy Name School Assigned Nurse from Central Cambria School District	Pandemic Crisis Response Team
<b>Mrs. Janice Noonan</b>	Holy Name School Teacher	Plan Development and Response Team
<b>Mrs. Rose Bassaro</b>	Holy Name School Teacher	Plan Development and Response Team
<b>Mrs. Jessica Smith</b>	Holy Name School Teacher	Plan Development and Response Team
<b>Mrs. Mary Ellen Sloan</b>	Holy Name School Teacher	Plan Development and Response Team
<b>Miss Ashley Chalich</b>	Holy Name School Teacher	Plan Development and Response Team
<b>Mrs. Sarah Zearing</b>	Holy Name School Teacher	Plan Development and Response Team
<b>Mr. Ron Rhoades</b>	Holy Name School Parent	Plan Development and Response Team
<b>Mrs. Kristy Knobloch</b>	Holy Name School Parent	Plan Development and Response Team

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

**In both the green and yellow phases of reopening, Holy Name School will be cleaned and sanitized prior to the start of the school year. Cleaning and sanitizing supplies will continue to be purchased to ensure they meet OSHA and CDC requirements and regulations for COVID-19. The classrooms, railings, door handles, desks, chairs, etc. will be sanitized as needed and when the students leave at the end of the school day. All bathrooms and water bottle filling stations will be cleaned during the school day and after school. A record/signature sheet will be hung in each janitorial closet to show completion. The maintenance manager will collect the signature sheets at the end of every week and file in a binder to be kept in the maintenance office.**

**Teachers will be provided with disinfectant and hand sanitizer to maintain consistent cleanliness within the classroom environment. Ventilation of increased circulation of outdoor air will involve the opening of windows and doors. Each classroom will have several fans operating to aid in air circulation.**

**The maintenance staff and teachers will be trained on cleaning, sanitizing, disinfecting protocols with the products purchased. Maintenance, staff, and teachers will be alerted to the usage of fans to assist with increased outdoor air ventilation. Trainings will be provided by the Maintenance Manager prior to the start of the school year during in service on August 14, 2020. The measurement for preparedness and implementation will be measured by maintenance, staff, and teachers reading the plan and signing off on the signature sheet placed in the binder.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>The classrooms, railings, door handles, desks, and chairs will be sanitized as needed and when the students leave at the end of the school day.</p>	<p>Same as Yellow Phase</p>	<p>Maintenance and Teachers</p>	<p>Gloves. Sanitizing, and Disinfectants</p>	<p>Y</p>
	<p>All bathrooms, water bottle filling stations, and hallways will be cleaned during the school day and after school.</p>		<p>Maintenance and Teachers</p>	<p>Gloves. Sanitizing, and Disinfectants</p>	<p>Y</p>
	<p>Teachers will be provided with disinfectant and hand sanitizer to maintain consistent cleanliness within the classroom environment.</p>		<p>Maintenance and Teachers</p>	<p>Windows, Doors and Fans</p>	<p>Y</p>
	<p>Ventilation of increased circulation of outdoor air will involve the opening of windows and doors. Each classroom will have several fans operating to aid in air circulation.</p>		<p>Maintenance, Staff and Teachers</p>	<p>Cleaning Binder</p>	<p>Y</p>
	<p>Trainings will be provided by the Maintenance Manager prior to the start of the school year during in service on August 14, 2020. The measurement for preparedness and implementation will be measured by maintenance, staff, and teachers reading the plan and signing off on the signature sheet placed in the binder.</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)
Other cleaning, sanitizing, disinfecting, and ventilation practices					

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

While in yellow and green phases, Holy Name School Classroom desks and chairs will be placed to maximize social distancing while all facing in the same direction. Student schedules will be designed to limit the interactions of groups throughout each day while the teachers move from class to class. Directional signs will be used throughout the school buildings.

Lunch will be provided in the cafeteria, students will sit in an assigned seat 6 feet apart. Cafeteria food, utensils, and condiments will be handed to students. The food service manager will enter student's lunch number. Markings will be used

to indicate 6 feet distancing and will be monitored. In addition, students groups entering the cafeteria will be staggered and all areas disinfected between serving sessions. Students will be allowed to gather in the school parking lot/playground one class at a time and be encouraged to play while social distancing.

Access to hand washing facilities and hand sanitizer will be provided with faculty, staff, and students being required to wash their hands often throughout the day. There will be highly visible signs in all buildings highlighting topics such as handwashing, personal hygiene, and social distancing.

In an effort to avoid large congregations of people, assemblies, visitors, volunteers, presenters, and parent visitors will be limited. Visitors will not be permitted past the front office of any of our buildings. Everyone, including admin, office staff/employees, teachers and students, who enter the building will have their name recorded for attendance and have their temperature taken and recorded.

Physical education classes and recess will be conducted outside, weather permitting, with all equipment being cleaned prior to use. Athletic teams will follow the guidelines of the PIAA.

Students will have their own school supplies which will be stored in his/her own school desk or school box. Students will have his/her own technology device provided by Holy Name School.

Transportation is provided by the local school districts and we will follow their guidance.

Small groups and collaboration with peers will be completed virtually with the technology device provided.

Administration, teachers, staff, students, and parents will all be trained with our safety protocols during the month of August before school opens. A run through will be conducted to ensure any/all questions are answered.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Holy Name School Classroom desks and chairs will be placed to maximize social distancing while all facing in the same direction. Student schedules will be designed to limit the interactions of groups throughout each day while the teachers move from class to class. Directional signs will be used throughout the school buildings. In an effort to avoid large congregations of people, assemblies, visitors, volunteers, presenters, and parent visitors will be limited.</p>	<p>Same as Yellow Phase</p>	<p>Maintenance, Staff and Teachers</p>	<p>Directional Signs</p>	<p>Y</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Lunch will be provided in the cafeteria, students will sit in an assigned seat 6 feet apart. Cafeteria food, utensils, and condiments will be handed to students. The food service manager will enter student's lunch number. Markings will be used to indicate 6 feet distancing and will be monitored. In addition, students groups entering the cafeteria will be staggered and all areas disinfected between serving sessions. Students will be allowed to gather in the school parking lot/playground one class at a time and be encouraged to play while social distancing.</p>		<p>Maintenance, Staff and Teachers</p>	<p>Social Distance Markings  Disinfectant</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)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Access to hand washing facilities and hand sanitizer will be provided with faculty, staff, and students being required to wash their hands often throughout the day.		Maintenance, Staff and Teachers	Hand Sanitizer	Y
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	There will be highly visible signs in all buildings highlighting topics such as handwashing, personal hygiene, and social distancing.		Maintenance, Staff and Teachers	CDC Signs for Handwashing, personal hygiene, and social distancing	Y
* <b>Identifying and restricting non-essential visitors and volunteers</b>	In an effort to avoid large congregations of people, assemblies, visitors, volunteers, presenters, and parent visitors will be limited. Visitors will not be permitted past the front office of any of our buildings. Everyone, including admin, office staff/employees, teachers and students, who enter the building will have their name recorded for attendance and have their temperature taken and recorded.		Principal and Staff	Attendance and Record Sheets  Thermal Forehead Thermometer	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)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	Physical education classes and recess will be conducted outside, weather permitting, with all equipment being cleaned prior to use.  Athletic teams will follow the guidelines of the PIAA.		Principal, Teachers and Coaches	Disinfectant and Equipment	Y
<b>Limiting the sharing of materials among students</b>	Students will have their own school supplies which will be stored in his/her own school desk or school box. Students will have his/her own technology device provided by Holy Name School.		Principal and Teachers	Technology Devices	Y
<b>Staggering the use of communal spaces and hallways</b>	Student schedules will be designed to limit the interactions of groups throughout each day while the teachers move from class to class. Directional signs will be used throughout the school buildings.		Principal, Maintenance, and Teachers		
<b>Adjusting transportation schedules and practices to create social distance between students</b>	Transportation is provided by the local school districts and we will follow their guidance.		Principal and Staff		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Small groups and collaboration with peers will be completed virtually with the technology device provided.		Maintenance Staff and Teachers	Directional Signs	Y
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	N/A				
<b>Other social distancing and safety practices</b>					

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

#### **Summary of Responses to Key Questions:**

**While operating under the yellow and green phases, Holy Name School will provide a significant effort to monitor the health of all students, staff, and people in the school community. All students and staff will have their temperature taken as they enter the school building. Any student or staff member who presents with a fever, 100.4 or higher, will be issued a second temperature check in 15 minutes to ensure accuracy. Students or staff member will return home for observation by a family member. Any person who demonstrates symptoms of COVID-19 will remain isolated in a predetermined location until he/she is able to safely leave school. Any person returning to Holy Name School after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that it is safe to return school for both the recovered person and others in the buildings.**

**All school closures and safety protocols related to COVID-19 will be communicated to Holy Name School families through PowerSchool SchoolMessenger.**

**Administration, staff, and teachers will be trained on protocols for monitoring student and staff health. Training will be provided through our local school district nursing staff. All those in attendance will have their names recorded.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>While operating under the yellow and green phases, Holy Name School will provide a significant effort to monitor the health of all students, staff, and people in the school community. All students and staff will have their temperature taken as they enter the school building. Any student or staff member who presents with a fever, 100.4 or higher, will be issued a second temperature check in 15 minutes to ensure accuracy. Students or staff member will return home for observation by a family member.</p>	<p>Same as Yellow Phase</p>	<p>Principal, Staff, and Teachers</p>	<p>Attendance Record Sheets for Attendance and Temperature</p> <p>Thermal Forehead Thermometer</p> <p>Student and Teacher Emergency Procedure Card</p>	<p>Y</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Any person who demonstrates symptoms of COVID-19 will remain isolated in a predetermined location until he/she is able to safely leave school.</p>		<p>Principal, Staff, and Teachers</p>	<p>Isolation Area</p> <p>Monitor for Isolation Area</p>	<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Any person returning to Holy Name School after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that it is safe to return school for both the recovered person and others in the buildings.</p>		<p>Principal, Staff, and Teachers</p>	<p>Doctor Excuse</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)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	All school closures and safety protocols related to COVID-19 will be communicated to Holy Name School families through PowerSchool SchoolMessenger.		Principal, Staff, and Teachers	SchoolMessenger	Y
<b>Other monitoring and screening practices</b>					

### Other Considerations for Students and Staff

#### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

#### Summary of Responses to Key Questions:

**In the yellow and green phases, students and staff at a higher risk for severe illness will be asked to stay home and teachers will provide lessons virtually.**

**All students, staff, volunteers, etc. will be required to wear a facemask, under the PA Department of Health guidelines until otherwise revised, unless they have a medical condition, throughout the school day. Facemasks will be worn when arriving to Holy Name School, in the hallways and when moving throughout the classroom and the school.**

**Protocols for students with exceptions will be made on a case-to-case basis to support their safety and learning.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	In the yellow and green phases, students and staff at a higher risk for severe illness will be asked to stay home and teachers will provide lessons virtually.	Same as Yellow Phase	Principal, Teachers, and Staff	Technology Device Provided by Holy Name School	Y
* <b>Use of face coverings (masks or face shields) by all staff</b>	All students, staff, volunteers, etc. will be required to wear a facemask, under the PA Department of Health guidelines until otherwise revised, unless they have a medical condition, throughout the school day. Facemasks will be worn when arriving to Holy Name School, in the hallways and when moving throughout the classroom and the school.		Principal, Teachers, and Staff	Face Coverings will be provided to those who need them.	Y
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	All students, staff, volunteers, etc. will be required to wear a facemask, under the PA Department of Health guidelines until otherwise revised, unless they have a medical condition, throughout the school day. Facemasks will be worn when arriving to Holy Name School, in the hallways and when moving throughout the classroom and the school.		Principal, Teachers, and Staff	Face Coverings will be provided to those who need them.	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)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Protocols for students with exceptions will be made on a case-to-case basis to support their safety and learning.		Principal, Staff, and Teachers	Based on support needed.	Y
<b>Strategic deployment of staff</b>					

## 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
Google Classroom	Administration and Teachers	IU08	Online	Technology	June 3 and July 6	June 26 and July 30
Schoology	Administration and Teachers	Diocese of Altoona Johnstown	Zoom Sessions	Technology	July 2020	Ongoing

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Holy Name School Health and Safety Plan</b>	Parents	Mrs. Robin McMullen Principal	Letter	July 2020	July 2020
<b>Holy Name School Health and Safety Plan</b>	Community	Mrs. Cathy Lykens	Holy Name School Website	July 2020	Ongoing for changes

# Health and Safety Plan Summary: Holy Name School

**Anticipated Launch Date: July 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>In both the green and yellow phases of reopening, Holy Name School will be cleaned and sanitized prior to the start of the school year. Cleaning and sanitizing supplies will continue to be purchased to ensure they meet OSHA and CDC requirements and regulations for COVID-19. The classrooms, railings, door handles, desks, chairs, etc. will be sanitized as needed and when the students leave at the end of the school day. All bathrooms and water bottle filling stations will be cleaned during the school day and after school. A record/signature sheet will be hung in each janitorial closet to show completion. The maintenance manager will collect the signature sheets at the end of every week and file in a binder to be kept in the maintenance office.</b></p> <p><b>Teachers will be provided with disinfectant and hand sanitizer to maintain consistent cleanliness within the classroom environment. Ventilation of increased circulation of outdoor air will involve the opening of windows and doors. Each classroom will have several fans operating to aid in air circulation.</b></p> <p><b>The maintenance staff and teachers will be trained on cleaning, sanitizing, disinfecting protocols with the products purchased. Maintenance, staff, and teachers will</b></p>

Requirement(s)	Strategies, Policies and Procedures
	<p>be alerted to the usage of fans to assist with increased outdoor air ventilation.</p> <p>Trainings will be provided by the Maintenance Manager prior to the start of the school year during in service on August 14, 2020. The measurement for preparedness and implementation will be measured by maintenance, staff, and teachers reading the plan and signing off on the signature sheet placed in the binder</p>

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</li> <li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</li> </ul> <p>Limiting the sharing of materials among students</p>	<p>While in yellow and green phases, Holy Name School Classroom desks and chairs will be placed to maximize social distancing while all facing in the same direction. Student schedules will be designed to limit the interactions of groups throughout each day while the teachers move from class to class. Directional signs will be used throughout the school buildings.</p> <p>Lunch will be provided in the cafeteria, students will sit in an assigned seat 6 feet apart. Cafeteria food, utensils, and condiments will be handed to students. The food service manager will enter student’s lunch number. Markings will be used to indicate 6 feet distancing and will be monitored. In addition, students groups entering the cafeteria will be staggered and all areas disinfected between serving sessions. Students will be allowed to gather in the school parking lot/playground one class at a time and be encouraged to play while social distancing.</p> <p>Access to hand washing facilities and hand sanitizer will be provided with faculty, staff, and students being required to wash their hands often throughout the day. There will be</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p><b>highly visible signs in all buildings highlighting topics such as handwashing, personal hygiene, and social distancing.</b></p> <p><b>In an effort to avoid large congregations of people, assemblies, visitors, volunteers, presenters, and parent visitors will be limited. Visitors will not be permitted past the front office of any of our buildings. Everyone, including admin, office staff/employees, teachers and students, who enter the building will have their name recorded for attendance and have their temperature taken and recorded.</b></p> <p><b>Physical education classes and recess will be conducted outside, weather permitting, with all equipment being cleaned prior to use. Athletic teams will follow the guidelines of the PIAA.</b></p> <p><b>Students will have their own school supplies which will be stored in his/her own school desk or school box. Students will have his/her own technology device provided by Holy Name School.</b></p> <p><b>Transportation is provided by the local school districts and we will follow their guidance.</b></p> <p><b>Small groups and collaboration with peers will be completed virtually with the technology device provided.</b></p> <p><b>Administration, teachers, staff, students, and parents will all be trained with our safety protocols during the month of August before school opens. A run through will be conducted to ensure any/all questions are answered.</b></p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Monitoring students and staff for symptoms and history of exposure</b></p> <p>* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p>* <b>Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p><b>While operating under the yellow and green phases, Holy Name School will provide a significant effort to monitor the health of all students, staff, and people in the school community. All students and staff will have their temperature taken as they enter the school building. Any student or staff member who presents with a fever, 100.4 or higher, will be issued a second temperature check in 15 minutes to ensure accuracy. Students or staff member will return home for observation by a family member. Any person who demonstrates symptoms of COVID-19 will remain isolated in a predetermined location until he/she is able to safely leave school. Any person returning to Holy Name School after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that it is safe to return school for both the recovered person and others in the buildings.</b></p> <p><b>All school closures and safety protocols related to COVID-19 will be communicated to Holy Name School families through PowerSchool SchoolMessenger.</b></p> <p><b>Administration, staff, and teachers will be trained on protocols for monitoring student and staff health. Training will be provided through our local school district nursing staff. All those in attendance will have their names recorded.</b></p>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Protecting students and staff at higher risk for severe illness</b></p> <p>* <b>Use of face coverings (masks or face shields) by all staff</b></p>	<p><b>In the yellow and green phases, students and staff at a higher risk for severe illness will be asked to stay home and teachers will provide lessons virtually.</b></p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p><b>All students, staff, volunteers, etc. will be required to wear a facemask, under the PA Department of Health guidelines until otherwise revised, unless they have a medical condition, throughout the school day. Facemasks will be worn when arriving to Holy Name School, in the hallways and when moving throughout the classroom and the school.</b></p> <p><b>Protocols for students with exceptions will be made on a case-to-case basis to support their safety and learning.</b></p>

## Health and Safety Plan Governing Body Affirmation Statement

The Pastor and School Council for Holy Name School reviewed and approved the Phased School Reopening Health and Safety Plan on **July 16, 2020**.

Affirmed on: **July 16, 2020**

By:

*Father Brian Warchola*

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*(Signature of Pastor)*

Father Brian Warchola

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*(Print Name of Pastor)*