



Phased School Reopening Health and Safety Plan Template

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: **HeartPrints Center for Early Education**

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? Two days of in-service training for staff. Children will attend smaller groups with a parent for a short period of time on the first day of school.
- 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? We will update our website as well as communicate with families via email and See Saw app.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations? We will follow the guidance of Gov. Tom Wolf as well as the recommendations set forth by the CDC.

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
- 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): 8/31/2020

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)
Julia Stanny	Administrator	Both
Grace Byrnes	Administrator	Both
Elizabeth Fairweather	Teacher/Administrator	Both

Key Strategies, Policies, and Procedures

Once your LEA (Local Education Agency) 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:

The classrooms were deep cleaned following the March 13 closing order and regularly since then. The HeartPrints Staff have acquired and continues to acquire cleaning, disinfectant, and PPE supplies for use in the classroom. Masks for all staff have already been acquired. The custodial staff of the RLA will regularly clean restrooms and high touch areas during the workday. Custodial and facilities staff are trained on the relevant cleaning, sanitizing, disinfecting, and ventilation protocols.

All staff will report to work on Sept. 1 and Sept. 2 and will review all healthy and safety practices implemented by the school.

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Deep Cleaning of classrooms</p> <p>Monitoring of air circulation in the building</p> <p>All public areas closed after cleaning</p> <p>Drinking fountains closed in the classrooms Water will be available to children in the classroom.</p> <p>Increased time spent outside during the day when possible</p>	<p>Deep Cleaning of classrooms daily</p> <p>Bathrooms cleaned in the middle of the day between classes</p> <p>All public areas remain closed</p> <p>Drinking fountains remain closed, Water will be available to children in the classroom.</p> <p>Increased time spent outside during the day when possible</p>	<p>Elizabeth Fairweather</p>	<p>Communication with RLA regarding appropriate cleaning protocols</p>	<p>Per manufacturer's product guidelines</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		Hand sanitizer stations throughout the classrooms Staff encouraged to keep hand sanitizer at individual work stations	Grace Byrnes Julie Stanny Elizabeth Fairweather	Communication with staff	N

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: *The order of events occurs at different times in each room to ensure that only one class is outside at a time. The Kindergarten class has additional parts of their day not listed in the general plan below.*

Arrival: temperature check, wash hands, drop lunch on a designated table, parents help child choose an independent station. Drop off times will be staggered in the morning classes.

Discovery Time: Montessori activities & independent play areas set up around the room. Children choose an activity to enjoy alone.
Wash hands.

Rotations: A small group of children will remain with 1 teacher and rotate through the following activities.

- a. Small Group Learning
- b. Snack: *children spaced 6 feet apart. Wash hands.*
- c. Playground *Wash hand upon coming inside.*
- d. Meeting Time (music & movement)
- e. Story

Play: Children will explore areas in the classroom. The number of children in each area of the classroom will be limited to ensure children are spread out. *Wash hands.*

Dismissal: Teachers will help children gather any materials that need to go home and will be seated at a table for pick up.

OR

Lunch: Children will remain in their own classroom for lunch and be spaced 6 feet apart.

The afternoon classes will follow the same schedule but with new activities.

1. Modified Classroom Procedures

- Children will remain with the same group of children and adults for the entire week and will not visit other rooms
- Children will be spaced throughout the classroom to avoid over crowding
- Teachers will individually serve snack using disposable products
- Frequently touched surfaces will be sanitized no less than two times per day using a CDC approved EPA cleaner
- Toys and classroom materials will be sanitized frequently using a CDC approved EPA cleaner
- Staff will wear protective face masks while indoors

2. Pick Up Procedures

- Staggered pick up times. You should arrive at the time listed below for pick up. If you arrive early, please wait outside or in your car. Avoid standing around in the lobby or common areas.
 - Last Name A-H 12:55 arrival
 - Last Name I-P 1:00 arrival

- Last Name Q-Z 1:05 arrival
- Children will be seated at the tables with all their take-home items
- Adults should enter the room wearing a mask or face covering and pick up their child
- Adults should refrain from touching anything in the room unless they first wash their hands
- Please make pick up as quick as possible to reduce the number of adults in the room at any given time

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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>One teacher will stay with her group of children inside and outside the center.</p> <p>Areas of the room will be designated with six feet between children.</p> <p>All staff are required to wear masks. Children 2 and older are required to wear masks and teachers will work with the children in wearing their masks.</p>	<p>One teacher will stay with her group of children inside and outside the center.</p> <p>Areas of the room will be designated with six feet between children.</p> <p>All staff are required to wear masks. Children 2 and older are required to wear masks and teachers will work with the children in wearing their masks.</p>	<p>Teachers in each room will be responsible for mask wearing, social distancing and proper hand washing throughout the day.</p> <p>Grace Byrnes, Julia Stanny and Elizabeth Fairweather will monitor rooms.</p>		<p>No</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>The Lobby is closed, we are utilizing staggered pickup and drop off times in the classrooms.</p> <p>All areas of the RLA will be closed.</p> <p>All outside spaces will be open with one teacher and small group of children.</p>	<p>The Lobby is closed, we are utilizing staggered pickup and drop off times in the classrooms.</p> <p>All areas of the RLA will be closed.</p> <p>All outside spaces will be open with one teacher and small group of children.</p>			<p>No</p>

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> Hand sanitizer will be used when a sink is not readily available for handwashing. Develop handwashing schedules for all students and staff throughout the instructional day. Handwashing time will be built into the schedule. Handwashing will be used when students or employees enter the classroom and before they leave the classroom. Handwashing will need to occur before lunch/snacks. Handwashing will also need to occur if a student or employee coughs or sneezes into their hand. Additionally, instruction will need to be provided to students on handwashing, respiratory hygiene, and cough etiquette. Faculty will review handwashing procedures throughout the day with children. Determine high risk factors that would 	<ul style="list-style-type: none"> Hand sanitizer will be used when a sink is not readily available for handwashing. Develop handwashing schedules for all students and staff throughout the instructional day. Handwashing time will be built into the schedule. Handwashing will be used when students or employees enter the classroom and before they leave the classroom. Handwashing will need to occur before lunch/snacks. Handwashing will also need to occur if a student or employee coughs or sneezes into their hand. Additionally, instruction will need to be provided to students on handwashing, respiratory hygiene, and cough etiquette. Faculty will review handwashing procedures throughout the day with children. Determine high risk factors that would 	<p>Teachers in each room will be responsible for implementing and following through with frequent handwashing and other best practices.</p> <p>Grace Byrnes, Julia Stanny and Elizabeth Fairweather will monitor rooms.</p>		<p>No</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	require proper hand washing procedures. Provide hand sanitizer throughout the building/every classroom entryway. Hand Sanitizer will be available for use as needed.	require proper hand washing procedures. Provide hand sanitizer throughout the building/every classroom entryway. Hand Sanitizer will be available for use as needed.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs posted at building entrances, restrooms, water fountains, classrooms, and various points throughout the building	Signs posted at building entrances, restrooms, water fountains, classrooms, and various points throughout the building	Grace Byrnes Julie Stanny Elizabeth Fairweather	Signage	N
* Identifying and restricting non-essential visitors and volunteers	No visitors are allowed in HeartPrints during the day	No visitors are allowed in HeartPrints during the day	Grace Byrnes Julie Stanny Elizabeth Fairweather		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Outdoor equipment will be sanitized between each class</p>	<p>Outdoor equipment will be sanitized between each class</p>	<p>Grace Byrnes Julie Stanny Elizabeth Fairweather</p>		<p>N</p>
<p>Limiting the sharing of materials among students</p>	<p>Children will use materials that are easily cleaned and sanitized. Children will have own pencil box with art materials. Frequent hand washing before and after using materials.</p>	<p>Children will use materials that are easily cleaned and sanitized. Children will have own pencil box with art materials. Frequent hand washing before and after using materials.</p>	<p>Teachers in each classroom will monitor the materials in the classroom. Grace Byrnes Julie Stanny and Elizabeth Fairweather will follow up with teachers.</p>		<p>N</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Staggering drop off and pick up times. Children will enter and exit through their own classroom. Classes will stagger times for outside play in smaller groupings.</p>	<p>Staggering drop off and pick up times. Children will enter and exit through their own classroom. Classes will stagger times for outside play in smaller groupings.</p>	<p>Grace Byrnes Julie Stanny Elizabeth Fairweather</p>		<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students		N/A			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> ○ Children will remain with the same group of children and teachers as much as possible and will not visit other classrooms <p>Children will be spaced throughout the classroom to avoid over crowding</p> <p>Teachers will individually serve snack using disposable products</p> <p>Frequently touched surfaces will be sanitized no less than two times per day using a CDC approved EPA cleaner</p> <p>Toys and classroom materials will be sanitized frequently using a CDC approved EPA cleaner</p>	<ul style="list-style-type: none"> ○ Children will remain with the same group of children and teachers as much as possible and will not visit other classrooms <p>Children will be spaced throughout the classroom to avoid over crowding</p> <p>Teachers will individually serve snack using disposable products</p> <p>Frequently touched surfaces will be sanitized no less than two times per day using a CDC approved EPA cleaner</p> <p>Toys and classroom materials will be sanitized frequently using a CDC approved EPA cleaner</p>	<p>Teachers in the classrooms.</p> <p>Grace Byrnes</p> <p>Julie Stanny</p> <p>Elizabeth Fairweather will monitor rooms as well.</p>		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	We will also communicate directly with parents so that they can keep their child's daycare, childcare facility or babysitter informed of all plans.	We will also communicate directly with parents so that they can keep their child's daycare, childcare facility or babysitter informed of all plans.	Grace Byrnes Julie Stanny Elizabeth Fairweather		N
Other social distancing and safety practices					

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: Same Teacher/same class. Temperature checks before entering and leaving for the day. Asking families if they have experienced any Covid symptoms. All day children will have temperature checks mid-day as well.

Any staff or children experiencing any symptoms of Covid will be asked to contact their PCP and can only return with a note. Grace Byrnes, Julie Stanny and Elizabeth Fairweather will monitor.

Staff will be paid two weeks off if tested positive for Covid and the referral comes from their PCP. They may also use their PTO if they need further time. They can have unpaid time off if they are uncomfortable returning.

Teachers will be responsible for virtual lessons for the children who are out with Covid related illnesses.

Families and staff will be notified via email and See Saw.

All staff received health and safety training over the summer. All staff will be updated daily/weekly/monthly as things change with Covid.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> All employees and parents commit to completing a daily attestation form prior to coming/entering a school building. If a parent's or employee's answers to any of the questions on the daily attestation form are concerning, they should not report to work or school. Questions on the attestation form include COVID-19 symptoms, exposure to others with COVID-19 symptoms, and high-risk travel. All employees and students will submit to a temperature check with a non-contact thermometer prior to entering a school building. Employees or students with a temperature above a designated threshold, (99.5* F) will be sent home and will not be able to return until cleared. 	<ul style="list-style-type: none"> All employees and parents commit to completing a daily attestation form prior to coming/entering a school building. If a parent's or employee's answers to any of the questions on the daily attestation form are concerning, they should not report to work or school. Questions on the attestation form include COVID-19 symptoms, exposure to others with COVID-19 symptoms, and high-risk travel. All employees and students will submit to a temperature check with a non-contact thermometer prior to entering a school building. Employees or students with a temperature above a designated threshold, (99.5* F) will be sent home and will not be able to return until cleared. 	<p>All teachers in the classroom will do temperature checks and questions families.</p> <p>Grace Byrnes Julie Stanny Elizabeth Fairweather will monitor</p>	<p>Attestation Forms Non-contact thermometers for each classroom.</p>	<p>N</p>

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Take children/staff to a doctor if you suspect illness</p> <p>a. The CDC recommends calling your doctor before reporting to the doctor's office</p> <p>Children/staff may not return to school until at least 24-hour fever and symptom free.</p> <p>Any child who presents COVID-19 symptoms should be cleared by a doctor before returning to HeartPrints. A doctor's letter must be presented to the school.</p> <ul style="list-style-type: none"> • An isolation space will be established with minimal furnishings for children who demonstrate symptoms. • This area will be monitored by an adult It will be closed off for a minimum of one hour after use and then ventilated and disinfected with dedicated cleaning supplies. • HeartPrints will be redefining roles and 	<p>Take children/staff to a doctor if you suspect illness</p> <p>b. The CDC recommends calling your doctor before reporting to the doctor's office</p> <p>Children/staff may not return to school until at least 24-hour fever and symptom free.</p> <p>Any child who presents COVID-19 symptoms should be cleared by a doctor before returning to HeartPrints. A doctor's letter must be presented to the school.</p> <ul style="list-style-type: none"> • An isolation space will be established with minimal furnishings for children who demonstrate symptoms. • This area will be monitored by an adult It will be closed off for a minimum of one hour after use and then ventilated and disinfected with dedicated cleaning supplies. • HeartPrints will be redefining roles and 	<p>All staff</p> <p>Grace Byrnes</p> <p>Julie Stanny</p> <p>Elizabeth Fairweather will monitor.</p>		<p>N</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	responsibilities to meet the needs defined in this plan.	responsibilities to meet the needs defined in this plan.			
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>If a family member or your child is presenting any symptoms characteristic of the COVID-19 Virus including fever, cough, or shortness of breath, please do not send them to school until symptoms have passed and you have consulted a doctor. While the virus does appear to be mild for most children, we do have students and staff with asthma who are at a higher risk and want to prevent any spread to grandparents or community members with preexisting conditions.</p>	<p>If a family member or your child is presenting any symptoms characteristic of the COVID-19 Virus including fever, cough, or shortness of breath, please do not send them to school until symptoms have passed and you have consulted a doctor. While the virus does appear to be mild for most children, we do have students and staff with asthma who are at a higher risk and want to prevent any spread to grandparents or community members with preexisting conditions.</p>	<p>Grace Byrnes Julie Stanny Elizabeth Fairweather</p>		<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	We will notify all families via email and seesaw message of closures and changes with the Health and safety plan	We will notify all families via email and seesaw message of closures and changes with the Health and safety plan			
Other monitoring and screening practices					

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: All staff and children over the age of two are required to wear masks. Continue handwashing, social distancing and wearing of face masks. We have a list of substitute teachers if we need them. Children that need to be home will have frequent interactions with their teachers virtually as well as virtual in school class time with their peers. Teachers will send home class materials and notes of encouragement!

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Leave options for paid and unpaid leave should be discussed with administration. Employees and families will receive information on steps to take to minimize risk. Signage will be displayed at all building entrances asking visitors to complete a daily attestation prior to entering school buildings.</p>	<p>Leave options for paid and unpaid leave should be discussed with administration. Employees and families will receive information on steps to take to minimize risk. Signage will be displayed at all building entrances asking visitors to complete a daily attestation prior to entering school buildings.</p>	<p>Grace Byrnes Julie Stanny Elizabeth Fairweather</p>	<p>Signage</p>	<p>N</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Staff are required to wear cloth face coverings.</p>	<p>Staff are required to wear cloth face coverings.</p>	<p>All staff responsible for wearing masks or face shields.</p>	<p>Signage</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Use of face coverings (masks or face shields) by older students (as appropriate)	Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings, unless you fit one of the exceptions included in Section 3 of the Order. Parents must provide a doctor's note if an exemption is requested.	Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings, unless you fit one of the exceptions included in Section 3 of the Order. Parents must provide a doctor's note if an exemption is requested.	All Staff		N
Unique safety protocols for students with complex needs or other vulnerable individuals	Social Distancing Wearing masks Hand washing	Social Distancing Wearing masks Hand washing	All Staff	Signage	N
Strategic deployment of staff					

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning and disinfecting classrooms and materials.	All Staff	Elizabeth Fairweather	Classroom		9/1/20	9/2/20
Arrival and dismissal policies	All Staff	Julie Stanny	Classroom		9/1/20	9/2/20
Covid-19 symptoms checklist for staff and children	All Staff	Julie Stanny	Classroom		9/1/20	9/2/20
Healthy and safety procedures in the classroom	All Staff	Grace Byrnes	Classroom		9/1/20	9/2/20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date

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
Updates on Covid-19 policies	All staff and families	Grace Byrnes	Website, email and See Saw	9/1/20	Ongoing
Updates on impact of Covid-19 at the center	All staff and families	Grace Byrnes	Website, email and See Saw	9/1/20	Ongoing

Health and Safety Plan Summary: **Heart Prints Center for Early Education**

Anticipated Launch Date: **September 1, 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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The custodial staff of the RLA will regularly clean restrooms and high touch areas during the workday. Custodial and facilities staff are trained on the relevant cleaning, sanitizing, disinfecting, and ventilation protocols.</p> <p>Cleaning of classrooms daily.</p> <p>Bathrooms cleaned in the middle of the day between classes.</p> <p>All public areas remain closed.</p> <p>Drinking fountains remain closed, Water will be available to children in the classroom.</p> <p>Increased time spent outside during the day when possible.</p> <p>Hand sanitizer stations throughout the classrooms. Staff encouraged to keep hand sanitizer at individual workstations</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>One teacher will stay with her group of children inside and outside the center.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Areas of the room will be designated with six feet between children.</p> <p>All staff are required to wear masks. Children 2 and older are required to wear masks and teachers will work with the children in wearing their masks. The Lobby is closed, we are utilizing staggered pickup and drop off times in the classrooms.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>All inside areas of the RLA will be closed.</p> <p>Temperature checks</p> <p>Handwashing frequently and use of hand sanitizer if needed.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Documentation that staff and children are not showing signs of Covid</p> <p>Signs on all entrances of classrooms and Heart Prints lobby.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Frequent cleaning of outdoor play surfaces and equipment.</p> <p>Limit amount of materials in the classroom. Materials that can be easily disinfected should be used.</p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Children have their own art supplies.</p>
<p>Limiting the sharing of materials among students</p>	

Requirement(s)

Strategies, Policies and Procedures

Staggering the use of communal spaces and hallways

Staggered drop off and pick up times for families.

Adjusting transportation schedules and practices to create social distance between students

Staggered drop off and pick up times for families.

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

Each teacher will stay with her group of children for the better part of the day and during outside times. Children will not rotate to other classrooms.

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

Information will be posted on our website, sent home through email, and See Saw.

Requirement(s)	Strategies, Policies and Procedures
<p>Other social distancing and safety practices</p> <p>Frequent handwashing and/or hand sanitizing, wearing of masks and practicing social distancing.</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>All employees and parents commit to completing a daily attestation form prior to coming/entering a school building. If a parent's or employee's answers to any of the questions on the daily attestation form are concerning, they should not report to work or school. Questions on the attestation form include</p> <p>COVID-19 symptoms, exposure to others with COVID-19 symptoms, and high-risk travel. All employees and students will submit to a temperature check with a non-contact thermometer prior to entering the classroom. Employees or students with a temperature above a designated threshold, (99.5* F) will be sent home and will not be able to return until cleared.</p> <p>Take children/staff to a doctor if you suspect illness</p> <p>c. The CDC recommends calling your doctor before reporting to the doctor's office</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Children/staff may not return to school until at least 24-hour fever and symptom free.</p> <p>Any child who presents COVID-19 symptoms should be cleared by a doctor before returning to HeartPrints. A doctor's letter must be presented to the school.</p> <ul style="list-style-type: none"> • An isolation space will be established with minimal furnishings for children who demonstrate symptoms. • This area will be monitored by an adult It will be closed off for a minimum of one hour after use and then ventilated and disinfected with dedicated cleaning supplies. <p>If a family member or your child is presenting any symptoms characteristic of the COVID-19 Virus including fever, cough, or shortness of breath, please do not send them to school until symptoms have passed and you have consulted a doctor. While the virus does appear to be mild for most children, we do have students and staff with asthma who are at a higher risk and want to prevent any spread to grandparents or community members with preexisting conditions.</p> <p>We will notify all families via email and seesaw message of closures and changes with the Health and safety plan</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>All children two and older will wear face masks or face shields unless able to keep a distance of six feet apart. Teachers will work with children in helping them understand the reason behind wearing masks.</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Frequent handwashing and/or hand sanitizing, wearing of masks and practicing social distancing.</p> <p>Strategic deployment of staff</p> <p>Extensive list of substitute teachers</p>	<p>Frequent handwashing and/or hand sanitizing, wearing of masks and practicing social distancing.</p> <p>All staff will always wear masks or face shields .</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(Heart Prints Center for Early Education)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(August 31, 2020)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.