



## **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 before 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 implement the Health and Safety Plan effectively.

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: Lincoln Charter School

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

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

Based on 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: 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).**

**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?  
Please see attached Board
- How did you engage stakeholders in the type of reopening 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?  
(SELECT ONE BOX BELOW)**

Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

☒ **X** 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 reopen for in-person learning).

**The anticipated launch date for in-person learning (i.e., the start of blended, scaffolded, or total reopening):**

**Staff Return: August 10th-14th and 17th are Professional Development Days**

**Student Return: Kindergarten - 8/18/20, 1st Grade - 8/20/20, 2nd Grade - 8/24/20, 3rd Grade - 8/26/20, 4th and 5th Grades - 8/27/20**

## 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)
Leonard Hart	Administration	CEO/Principal
Anne Clark	Administration	Pandemic Coordinator/Safety and Security Coordinator
Kristin Sipe	Administration	Educational Continuity
Wendell Harper	Building and Grounds Manager	Asst. Pandemic Coordinator
Solita Day	Licensed Social Worker	Trauma-Informed Care
Michael Shanabrook	Office of Emergency Management	City of York

Ariel Carrasquillo	Information Technology	Technology Integration
Karen Horn	ESL	ESL Coordinator
Shante Smith-Miller	Human Resources	Workforce and Staffing
Azaira Washington	Food Service	Nutrition Delivery
Leah Ellingson	Special Education	Special Education
Christine Rohrbach	Health	Medical and Health Protocols
Akilah Hawkins	Health & Safety	Medical and Health Protocols

## 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: Lincoln Charter School will provide a comprehensive approach to the issues of cleaning, sanitizing, disinfecting and ventilation as outlined below.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)	
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces,	Cleaning and sanitizing rooms daily.  Cleaning/disinfecting high touch surfaces (door handles, handrails,	Same as the yellow phase	Wendell Harper - Buildings and Grounds	<b>Cleaning Supplies</b>  <b>Clorox 360 Electrostatic Spray</b>	Y	



and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>light switches, and desktops).</p> <p>Classrooms and hallways will be disinfected during the evening shift.</p> <p>Ventilation status will be occupied and monitored for fresh air intake.</p> <p>Bathrooms - will be cleaned several times a day.</p> <p>Water Fountains - have bottle filling stations, and students will be provided with water bottles. The water fountains will be cleaned throughout the day.</p> <p>Hallways - are 8ft wide and allow for six-foot distancing moving in both directions.</p> <p>The cafeteria will be closed for eating and will be sanitized daily.</p>			<p><b>Disinfectant Wipes, Spray, and Antibacterial Soap</b></p> <p><b>Procedure and protocol</b></p> <p><b>Safe Schools</b></p>		
Other cleaning, sanitizing, disinfecting, and ventilation practices	Ventilating all classrooms and common areas when available/possible using windows.	Same as the yellow phase	Wendell Harper - Buildings and Grounds	*Full Custodial Staff		

## 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 implement as a result of the training be measured?

**Summary of Responses to Key Questions: Lincoln Charter School will provide a comprehensive approach to the issues of social distancing and other safety protocols, as outlined below.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	The social distance of 3-6 feet will be maintained to the extent possible in classrooms and throughout the building. All of our learning spaces have sufficient floor area to allow for a minimum 3 feet distance for up to 15 students and staff.	Students and staff will be required to wear masks unless there are medical reasons that they can not.	Health, Safety & Pandemic Task Force	Staff will receive COVID Training Procedures and Protocols from an array of internal and external supports.	Y
	The classroom size will be kept around 15 students and staff per room. (Support staff such as ESL & SPED are allowed to push in for no Longer than two hours at a time. Even if it increases the number beyond 15)	The classroom size will be kept around 25 students and staff per room. (Support staff such as ESL & SPED are allowed to push in for no longer than two hours at a time. Even if it increases the number beyond 25)		Students will receive COVID Training Procedures and Protocols from an array of internal and external supports.	Y
	Assigned seats will be utilized, and students will all be facing forward.	Students will remain in the classroom unless attending class or playtime outside.  Teachers, interventionists, enrichment teachers, and all other staff will push into classrooms.		Parents will receive COVID Training Procedures and Protocols from an array of internal and external supports.	Y

<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>The cafeteria will be utilized as a classroom space.</p> <p>Breakfast will be delivered to the classrooms.</p> <p>Lunch will be delivered to the classrooms.</p> <p>Trash will be collected after each meal served from outside the classroom.</p>	<p>The cafeteria will be utilized as classroom space.</p> <p>Breakfast will be delivered to the classrooms.</p> <p>Lunch will be delivered to the classrooms.</p> <p>Trash will be collected after each meal served from outside the classroom.</p>	<p>Whitsons Culinary</p> <p>Maintenance Team</p> <p>Health, Safety &amp; Pandemic Task Force</p>	<p>Training of Staff and Students will occur on protocols and procedures.</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of handwashing and other best practices</p>	<p>Hand washing/sanitizing upon entering the building, after using the restroom, before and after eating, and as needed.</p> <p>Cough and sneeze into the arm.</p> <p>Stay home when sick.</p> <p>Don't touch the face, especially mouth and nose.</p> <p>Wash or sanitize hands after touching the face or blowing the nose.</p> <p>Everyone is wearing face masks for students and staff.</p> <p>Students will be given a water bottle.</p>	<p>Hand washing/sanitizing upon entering the building, after using the restroom, before and after eating, and as needed.</p> <p>Cough and sneeze into the arm.</p> <p>Stay home when sick.</p> <p>Don't touch the face, especially mouth and nose.</p> <p>Wash or sanitize hands after touching the face or blowing the nose.</p> <p>Everyone is wearing face masks for students and staff.</p> <p>Students will be given a water bottle.</p>	<p>Health, Safety &amp; Pandemic Task Force</p>	<p>Hand sanitizing stations.</p> <p>Water bottle filling stations.</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the</p>	<p>Signs at the entrance, restrooms, hall to cafeteria hand washing/sanitizing.</p> <p>Signs in halls and classrooms are emphasizing good hygiene practices.</p>	<p>Signs at the entrance, restrooms, hall to cafeteria hand washing/sanitizing.</p> <p>Signs in halls and classrooms are emphasizing good hygiene practices.</p>	<p>Health, Safety &amp; Pandemic Task Force</p>	<p>Signs.</p> <p>Staff and equipment to do videos.</p> <p>Staff to do classroom</p>	<p>Y</p>

spread of germs	Videos on morning news or classroom presentations by nurses to emphasize good hygiene practices and essential information on the transmission of germs and protective measures.	Videos on morning news or classroom presentations by nurses to emphasize good hygiene practices and essential information on the transmission of germs and protective measures.		presentations.  Mass production of mini-posters for distribution	
* Identifying and restricting non-essential visitors and volunteers	<p>Limit non-essential visitors and volunteers.</p> <p>Communicate with potential visitors to discourage in-person or contact visits in the interest of their own/family members' health. Perform oral screening (for COVID19 symptoms and close contact with cases) and temperature checks for all visitors and volunteers on entry. If possible, inform potential visitors and volunteers before they travel to the School that they should expect to be screened for COVID-19 (including a temperature check), and will be unable to enter the School if they do not clear the screening process or if they decline to screen.</p> <p>Exclude visitors and volunteers who do not clear the screening process or who decline to screen.</p> <p>Provide alcohol-based hand sanitizer with at least 60% alcohol in visitor entrances, exits, and waiting areas.</p> <p>Continue to use the Striker Security System for visitor/volunteer log in the event contact tracing is required.</p> <p>Staff performing temperature checks should wear recommended PPE.</p>	<p>Limit non-essential visitors and volunteers.</p> <p>Communicate with potential visitors to discourage in-person or contact visits in the interest of their own/family members' health. Perform oral screening (for COVID19 symptoms and close contact with cases) and temperature checks for all visitors and volunteers on entry. If possible, inform potential visitors and volunteers before they travel to the School that they should expect to be screened for COVID-19 (including a temperature check), and will be unable to enter the school if they do not clear the screening process or if they decline to screen.</p> <p>Exclude visitors and volunteers who do not clear the screening process or who decline to screen.</p> <p>Provide alcohol-based hand sanitizer with at least 60% alcohol in visitor entrances, exits, and waiting areas.</p> <p>Continue to use the Striker Security System for visitor/volunteer log in the event contact tracing is required.</p> <p>Staff performing temperature checks should wear recommended PPE.</p>	Health, Safety & Pandemic Task Force	<p>Hand sanitizer</p> <p>Facemasks/shields</p> <p>Gloves</p> <p>Disinfectant</p>	Y

Display signage outside visiting areas explaining the COVID-19 screening and temperature check process. Ensure that materials are understandable for non-English speakers.

Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:

“Today or in the past 24 hours, have you had any of the following symptoms?”

“Fever, felt feverish, or had chills?”

“Cough?”

“Difficulty breathing?”

“In the past 14 days, have you had contact with a person known to be infected with the novel coronavirus (COVID-19)?”

**The following is a protocol to check an individual’s temperature safely:**  
Perform hand hygiene.

Put on a face mask, eye protection (goggles or disposable face shield that thoroughly covers the front and sides of the face), gown/coveralls, and a single pair of disposable gloves.

Check the individual's temperature.

If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer

Display signage outside visiting areas explaining the COVID-19 screening and temperature check process. Ensure that materials are understandable for non-English speakers.

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“Today or in the past 24 hours, have you had any of the following symptoms?”

“Fever, felt feverish, or had chills?”

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Perform hand hygiene.

Put on a face mask, eye protection (goggles or disposable face shield that thoroughly covers the front and sides of the face), gown/coveralls, and a single pair of disposable gloves.

Check the individual's temperature.

If performing a temperature check on multiple individuals, ensure that a clean pair of gloves are used for each individual and that the thermometer

	has been thoroughly cleaned in between each check. If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be cleaned as recommended by the CDC for infection control. Remove and discard PPE.	has been thoroughly cleaned in between each check. If disposable or non-contact thermometers are used, and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be cleaned as recommended by the CDC for infection control. Remove and discard PPE.			
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p><b>Physical Education will take place outside when weather permits. Health Education will be taught in the homeroom.</b></p> <p>Adhere to group gathering guidelines and 3 - 6 ft physical distancing with 9 - 36 sq. Ft. per person represents social distancing. Twenty-five people per active use zone if physical distancing is not possible.</p> <p>Clean, sanitize, and disinfect frequently touched surfaces &amp; equipment throughout the day.</p> <p>Maintain daily opening and closing sanitation schedule.</p> <p>Provide hand washing/ sanitizing opportunities before and after each activity.</p>		Health, Safety & Pandemic Task Force  Physical Education	Masks  Disinfecting wipes  Hand sanitizer  Equipment sanitizing machine  Space sanitizing system (fogger)	Y
Limiting the sharing of materials among students	<p>Limit personal items in classrooms from home.</p> <p>Plan for instructional materials necessary should there be a Red overnight designation.</p>	<p>Limit personal items in classrooms from home.</p> <p>Plan for instructional materials necessary should there be a Red overnight designation.</p>	Health, Safety & Pandemic Task Force	Individual crayons, pencils, scissors, notebooks, folders will be provided to students. .	Y

	<p>Distribute individual items per student (texts when available, Chromebooks, writing utensils).</p> <p>Monitor transitions within the classroom.</p> <p>When individual items are not available, assigned, and controlled access to shared supplies with a hand sanitizing and disinfecting protocol.</p> <p>PPE will be utilized as needed in labs and hands-on learning activities.</p> <p>We are sanitizing protocols for shared items and personal handwashing/hand sanitizer before and after.</p> <p>Individual technology accessories (i.e., headphones) K-12.</p>	<p>Distribute individual items per student (texts when available, Chromebooks, writing utensils).</p> <p>Monitor transitions within the classroom.</p> <p>Distribute individual items per student (texts when available, Chromebooks, writing utensils).</p> <p>Monitor transitions within the classroom.</p> <p>When individual items are not available, they are assigned and controlled access to shared supplies with a hand sanitizing and disinfecting protocol.</p> <p>PPE will be utilized as needed in labs and hands-on learning activities.</p> <p>We are sanitizing protocols for shared items and personal handwashing/hand sanitizer before and after.</p> <p>Individual technology accessories (i.e., headphones) K-5</p>		<p>Existing 1:1 technology</p> <p>Hand sanitizer and disinfecting spray around learning lab (hands-on activities) areas</p> <p>PPE as necessary</p> <p>Headphones/ earbuds with microphones will be provided to families who are unable to bring their own.</p>	
<p>Staggering the use of communal spaces and hallways</p>	<p>The cafeteria will be utilized as a learning area.</p> <p>Breakfast will be served in the classroom.</p> <p>Lunch will be served in the classroom.</p>	<p>The cafeteria will be utilized as a learning area.</p> <p>Breakfast will be served in the classroom.</p> <p>Lunch will be served in the classroom.</p>	<p>Whitson's</p> <p>Health, Safety &amp; Pandemic Task Force</p>	<p>Masks</p> <p>Disinfecting wipes</p> <p>Signage</p>	<p>Y</p>

	<p>Common Spaces Wear a face covering when walking through densely populated hallways, lobbies and atriums. In densely populated buildings and floors, follow signage for spacing and paths of travel. In the absence of signage, stay to the right of any hallway or stairs while others are passing.</p>	<p>Common Spaces Wear a face covering when walking through densely populated hallways, lobbies and atriums. In densely populated buildings and floors, follow signage for spacing and paths of travel. In the absence of signage, stay to the right of any hallway or stairs while others are passing.</p>			
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p><b>*Arrival Procedures</b></p> <p><b>The car drops off will take place at the cafeteria entrance. Bus drop off will take place at the Cedar Street Entrance.</b></p> <p>Each grade level will be assigned an entry door. Every child will have temperature taken before entering the facility by a COVID Taskforce member. (Please see map).</p> <p><b>*Dismissal Procedures:</b> The School operates on a staggered dismissal schedule. All students will remain in the homeroom classroom until they are called to their transportation to allow for social distancing:</p> <p>Car pick-up 2:55 p.m. Buses 3:15 p.m. Walker 3:25 p.m. YWCA 3:25 p.m. All of the other playgrounds at 3:30 p.m.</p>	<p><b>*Arrival Procedures</b></p> <p><b>The car drops off will take place at the cafeteria entrance. Bus drop off will take place at the Cedar Street Entrance.</b></p> <p>Each grade level will be assigned an entry door. Every child will have temperature taken prior to entering the facility by a COVID Taskforce member. (Please see map).</p> <p><b>*Dismissal Procedures:</b> The School operates on a staggered dismissal schedule. All students will remain in the homeroom classroom until they are called to their transportation to allow for social distancing:</p> <p>Car pick-up 2:55 p.m. Buses 3:15 p.m. Walker 3:25 p.m. YWCA 3:25 p.m. All of the other playgrounds at 3:30 p.m.</p>	<p>Health, Safety &amp; Pandemic Task Force</p> <p>Safety Security Team</p>	<p>Signs</p>	<p>Y</p>



Limiting the number of individuals in classrooms and other learning spaces and interactions between groups of students	<p>Lincoln Charter School Yellow Phase</p> <p>School be operating on A Day &amp; B-Day Schedule</p> <p>Students with last names ending in A-J will attend on Day A</p> <p>Students with the last names K-Z will attend on Day B</p> <p>Recommend using rows all facing the same direction for seating configurations of desks and work areas, when feasible.</p> <p>If not possible, consider staggered or diagonal seating at shared tables to avoid “across the table” accommodation.</p> <p>Recommend positioning desks and work areas in staggered rows facing the same direction using social distancing when feasible.</p> <p>Limited transitions through the building.</p> <p>When room changes are necessary, cleaning and sanitizing protocol are established.</p> <p>We decreased free movement opportunities.</p> <p>Use of additional space through the building to reduce class sizes when over 15.</p>	<p>Lincoln Charter School Green Phase</p> <p>All students will attend in-person instruction. (Unless parents opt-out for home learning.)</p> <p>Students will remain in their classrooms.</p> <p>Recommend using rows all facing the same direction for seating configurations of desks and work areas, when feasible.</p> <p>If not possible, consider staggered or diagonal seating at shared tables to avoid “across the table” accommodation.</p> <p>Recommend positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible..</p> <p>Limited transitions through the building.</p> <p>When room changes are necessary, cleaning and sanitizing protocol are established.</p> <p>Increased free movement opportunities.</p> <p>Use of additional space through the building to reduce class sizes when over 25.</p>	Health, Safety & Pandemic Task Force	<p>Hand sanitizer</p> <p>Desk wipes</p> <p>Students have individual curriculum and materials for each student or online textbooks/ novels</p> <p>Notebooks are given out instead of communal paper</p>	Y
Coordinating with local childcare regarding on-	Lincoln Charter School is partnering with three child care facilities,	Lincoln Charter School is partnering with three child care facilities,	The Individual entity is providing care to LCS	Covid-19 Plan sharing.	Y

site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	including the YMCA, YWCA, Lot's of Love, to provide support for families before and after School.  The providers have supplied the School with their COVID-19 plans aligned with DHS.  *Require on-site before/aftercare providers to follow the same standards as adopted by School.	including the YMCA, YWCA, Lot's of Love, to provide support for families before and after School.  The providers have supplied the School with their COVID-19 plans aligned with DHS.  *Require on-site before/aftercare providers to follow the same standards as adopted by School.	students.		
Other social distancing and safety practices	Limit all field trips, inter-group activities, and extracurricular activities.	Conduct field trips, inter-group activities, community-based instruction, work studies, and extracurricular activities following the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of masks, hand washing, and distancing.	Health, Safety & Pandemic Task Force	Fieldtrip Plans	Y

## 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 another 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 staff or students confirmed to have COVID-19 need to meet to return to School safely? How will you accommodate staff who are unable to uncomfortable to answer?

- 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 implement as a result of the training be measured?

**Summary of Responses to Key Questions: Lincoln Charter School will provide a comprehensive approach to the issue of monitoring student and staff health as outlined below.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<p>Recommend educating all stakeholders (students, staff, parents/guardians) on the signs and symptoms of COVID-19 at home before sending children to school and reporting to work.</p> <p>Recommend educating parents/guardians on the importance of keeping symptomatic children home from school.</p> <p>Recommend educating staff on the importance of staying home if symptomatic.</p>	*Same as Yellow Phase	<p>*School Nurses</p> <p>Health, Safety &amp; Pandemic Task Force</p> <p>Office of Emergency Management</p>	<p>Cell phones for all nurses.</p> <p>*Staff and equipment for presentations and videos to educate all parties.</p>	Y
* Isolating or quarantining students, staff, or visitors if they become sick or	There will be a quarantine area is designated in the building for those who become ill.	*Same as Yellow Phase	*School Nurses	*Plexiglass shields or transparent vinyl/ plastic curtains for quarantine areas.	Y

demonstrate a history of exposure	<p>Recommend requiring such an individual (one who becomes sick in School or demonstrates a history of exposure) to report immediately to the designated area.</p> <p>Recommend using an area for isolation that is separate from others, is well-ventilated, and is easy to disinfect the designated area.</p> <p>Recommend requiring any individual who is sent home with symptoms to secure a COVID 19 test or medical clearance before returning.</p> <p>Work collaboratively with local health agencies as they perform contact tracing.</p> <p>Staff will utilize walkie talkies to gain assistance,</p>				
* Returning isolated or quarantined staff, students, or visitors to School	<p>Recommend requiring medical clearance from the individual's healthcare provider for any individual returning to School following isolation quarantine, or a positive COVID 19 test result.</p> <p>The PA Department of Health will support the school by determining the length of time an individual should be removed from School, and when clearance should be provided for a full or modified return.</p> <p>The PA Department of Health will educate school nurses and designated points of contact on the process the</p>	*Same as Yellow Phase	*School Nurses	*School form for the doctor to fill out.	Y

	Health Department will follow in issuing clearances to return from isolation or quarantine.				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Recommend consulting with the PA Department of Health/PA Department of Education on any decision related to the closure of classrooms, schools, or Schools.</p> <p>Recommend closing a class, School, and/or School ONLY IF the PA Department of Health/PA Department of Education indicates to the School the necessity or requirement to do so.</p> <p>Recommend developing COVID 19 strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and Schools as open, in the event of a confirmed case of COVID 19. For example, for the 14 days following such a diagnosis, recommend increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing.</p>	*Same as Yellow Phase			Y
Other monitoring and screening practices	<p>All students and staff will have their temperatures taken before entering the building, halfway through the day, and before dismissal.</p> <p>Keep track internally of possible cases and their contacts while awaiting results of COVID-19 testing.</p>	*Same as Yellow Phase	*School Nurses  Health, Safety & Pandemic Task Force	Thermometers	Y

## 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 particular 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 home?

**Summary of Responses to Key Questions: Lincoln Charter School will provide a comprehensive approach to other considerations for students and staff, as outlined below.**

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)
* Protecting students and staff at higher risk for severe illness	<p>Highly recommend the use of face masks/shields during the day.</p> <p>Following communication with the building student services team, alternate attendance procedures can be available for students at higher risk to continue their learning.</p> <p>Staff who may need to be out of school for illness or quarantine will communicate with their Human Resources to determine remote working opportunities when possible.</p> <p>Increase the frequency of handwashing/sanitizing.</p>	*Same as Yellow Phase	Shante Smith	*Education materials for those specifically at high risk (English/ Spanish).	Y

	Require staff who are at high risk to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in the classroom and congregate settings.				
* Use of face coverings (masks or face shields) by all staff	Staff is required to wear face masks in the classroom and while moving throughout the building. (unless medically not able to)	*Same as Yellow Phase			Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	Staff is required to wear a face mask in the classroom and while moving throughout the building. (unless medically not able to)	*Same as Yellow Phase			Y
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Following communication with the building student COVID-19 task force alternate attendance procedures can be available for students with complex needs or vulnerabilities to continue their learning.</p> <p>Staff is required to wear a face mask in the classroom and while moving throughout the building. (unless medically not able to)</p> <p>Develop, for students with complex needs or vulnerabilities, a student-specific plan that facilitates his/her safe return to School using increased social distancing strategies, where feasible, for the student and staff.</p> <p>Increase the frequency of</p>				Y

	<p>handwashing and sanitizing, especially for students who frequently touch their face.</p> <p>Daily temperature checks for non-verbal students.</p>				
Strategic deployment of staff	<p>Secure additional professional substitutes (e.g., other buildings and nurse subs). *Additional support staff to allow students to be present in building and teachers to remote instruct when being quarantined.</p> <p>The support staff will push into classrooms to support their students.</p>				



## 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
Overall Plan	School Board and attending stakeholders	Anne Clark, Administrator	Board Meeting	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/6/2020	8/7/2020
Monitoring Student and Staff Health	Teachers and Staff	Nurse	In-person, posters, video	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/11/2020	6/15/2021
Hygiene Practices	Students, Teachers, Staff, Families	Nurse	In-person, video	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/10/2020	6/15/2021
Mental Health and Social Learning Strategies (Trauma Informed Strategy)	Family/Staff	Social Worker, Guidance Counselor	In-person, posters, video	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/10/2020	6/15/2021
Cleaning and Disinfecting	Custodial Staff, Teachers, Support Staff	Wendell Harper	In-person, video	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/11/2020	6/15/2021
When to stay home from	Students, Staff,	Shante Smith	In-person,	Numerous presentations,	8/11/2020	8/17/2020

School	Families		posters, video	PowerPoints, Videos, and CDC support materials		
PPE - When and how to use and how to discard	Students, Staff, Families	Nurse	In-person, posters, video	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/10/2020	8/17/2020
Social Distancing - What it is and why do we do it	Students, Staff, Families	Pandemic Team	In-person, posters, video	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/10/2020	8/17/2020
When to send a student to the nurse	Teachers, Staff	Nurse	In-person, posters, video	Numerous presentations, PowerPoints, Videos, and CDC support materials	8/10/2020	8/17/2020

## 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
Preparing for the 20-21 School Year Survey	Parents K-12		Email, Text, app, survey, website, social media		
Options for Return to School in Fall 2020 & What These Look Like for Faculty, Staff, Students & Families *Explanation of Possible Options Total Reopen Scaffolded Blended Total Remote *Timeline for Decision on Reopen Option Selected *Information for Families Who Elect Not to Return *Information for Faculty/Staff Concerned on Returning to Reopened Schools *Information for Enrollment of New Students K-12 *Information for Families Interested in Cyber Options Offered Through School *How Distance Learning in Fall 2020 Compares to Distance Learning in Spring 2020 *What Kindergarten Families Should Expect School to Be Under Reopening *Impact of Different Scenarios for Reopening on Finance/Operations of Central York School School	All Stakeholders	COVID Taskforce	Social Media, Survey, Letter/Email, Website, Automated Phone Calls, Video	8/10/2020	6/11/2020

*Technology Resources/Considerations During Reopening					
Safety Protocols for Reopening *Social Distancing Guidelines for Classrooms, Schools, Activities *Cleaning & Disinfecting Practices for Buildings & Facilities *Hygiene Practices/Routines for Faculty, Staff & Students *Cafeteria & Recess Protocols *Athletics & Co-Curricular *Volunteers & Visitors *Transportation *Child Care *Meetings *Masks/Face Coverings *Training of faculty/staff, coaches, bus drivers, students & families in how to adhere to hygiene practices/routines required under reopening plan	All Stakeholders	COVID Taskforce	Social Media, Survey, Letter/Email, Website, Automated Phone Calls, Video	8/10/2020	6/11/2020
Monitoring Health of Students, Faculty & Staff *Procedure for monitoring student health *Procedure for monitoring faculty/staff health *Role of Parents/Guardians in monitoring/reporting student health *Protocol for suspected exposure outside of School *Protocol for suspected exposure in School *Protocol for communicating with families in the event of a school closure/schedule change for health/safety purposes *Training of faculty/staff, students & families in adhering to agreed-upon health protocols	All Stakeholders		Social Media, Survey, Letter/Email, Website, Automated Phone Calls, Video	8/10/2020	6/11/2020
Communication Protocols *Where to find updated information on COVID-19 and Lincoln Charter School.	All Stakeholders		Social Media, Survey, Letter/Email, Website, Automated Phone Calls, Video	8/10/2020	6/11/2020

<p>*How to share questions/concerns about COVID-19 and Lincoln Charter School with administration and School Board.</p> <p>*How often to expect updates from Lincoln Charter School during COVID-19.</p> <p>*What to expect in terms of notifications from Lincoln Charter School when a school closure or schedule change is necessary.</p> <p>*Who to call with concerns/questions about the health or safety of students.</p> <p>*Who to call with concerns/questions about the health and safety of faculty and staff.</p> <p>*Who to call with questions/concerns about community use/facilities rentals or usage during COVID-19.</p> <p>*How to participate in School Board meetings, and parent/guardian meetings during COVID-19.</p> <p>*Who to contact with questions about distance learning, curriculum, options for students during COVID-19.</p>					

## Health and Safety Plan Summary: Lincoln Charter School

**Anticipated Launch Date: 08/10/2020**

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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	The School custodial and maintenance staff has been trained in best practices for cleaning and methods to maintain safety for our students and faculty per CDC guidelines. Written protocols for purification and sanitizing have been established and will be monitored by building and School supervisors after they are shared with staff members. The School ordered supplies are meeting specified requirements necessary to implement cleaning, sanitation, and disinfecting protocols. These supplies will be maintained as long as they are available. The School ordered new equipment for more efficient and effective cleaning across the School buildings. Custodial staff will be assigned different zones and tasks according to their location and shift to address cleanup and to sanitize throughout the day and after school hours. Walkthroughs and discussions have taken place to ensure a safe return for students and staff.

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies, and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Movement and mixing between groups will be minimized to the extent possible throughout the buildings by keeping the majority of students and staff in teams, grade levels, hallways, etc.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Additional hygiene protocols will be taught and implemented from the beginning of the year. Each house principal will examine field trip requests taking students outside the School and limit larger

<ul style="list-style-type: none"> <li>* Hygiene practices for students and staff including the manner and frequency of handwashing 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 <u>CDC Considerations for Youth Sports</u> for recess and physical education classes</li> </ul> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces and interactions between groups of students</p> <p>Coordinating with local childcare regarding on-site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>gatherings and events to those where social distancing can be maintained.</p> <p>All buildings will reduce the non-essential visitors and volunteers from coming into the premises. Meetings will take place via Zoom when possible. Student desks and seating will be spaced out. Larger communal areas such as gym, music, art, steam, cafeteria and playgrounds will be utilized for classroom space. Students may eat lunch in classrooms if cafeterias are not able to be used. Students are allowed to bring a coat, waterbottle, and personal needs in small bags. No bookbags are allowed. The School will obtain additional resources and supplies to limit student sharing of materials such as art supplies, math manipulatives, science equipment, etc. Supplies and equipment that must be shared will be limited in their use and assigned to specific groups of children with additional cleaning and disinfecting between applications.</p>
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## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies, and Procedures
<ul style="list-style-type: none"> <li>* Monitoring students and staff for symptoms and history of exposure</li> <li>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</li> <li>* Returning isolated or quarantined staff, students, or visitors to School</li> </ul>	<p>The School will frequently educate students, staff, and families on identifying the symptoms of COVID-19 to assure accurate and timely reporting. This will include requesting parents to evaluate their child, including a temperature check, before sending their child to school. Parents will also be given assistance in determining whether to send their child to school from the nurses department. . Protocols have</p>

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

been developed and dedicated space identified at each school building if a student/staff member's symptoms determine the need for quarantine. Once a student/staff member is sent home with suspected COVID-19 symptoms, a doctor's note will be required before the student/staff member returning to School. If the School encounters a confirmed case of COVID-19, staff, and family who have had contact with a said person will be notified of their exposure. All staff will be trained on signs and symptoms of COVID-19 and will inform the building nurse of any suspicion of illness. Education will be done through in-person presentations, videos, and emails.

### Other Considerations for Students and Staff

#### Requirement(s)

- \* Protecting students and staff at higher risk for severe illness
- \* Use of face coverings (masks or face shields) by all staff
- \* Use of face coverings (masks or face shields) by older students (as appropriate)

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

Strategic deployment of staff

#### Strategies, Policies, and Procedures

The School will require the staff and students to wear masks or an alternative face covering. The School will demand and will provide as needed, that every student and staff member have in their possession daily a mask/face-covering in all phases unless medically unable to. The School will provide high-risk students with alternative attendance procedures to assure continuity of learning. Staff who are considered at high risk will be asked to wear a face shield for additional protection during any face-to-face interactions with students, faculty, or parents.



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Lincoln Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 6, 2020**

The plan was approved by a vote of:

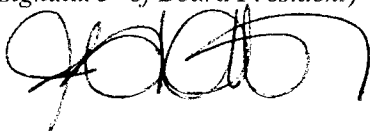
☒ Yes

☐ No

Affirmed on: **August 6, 2020**

By: *Anne M Clark*

*(Signature\* of Board President)*



*(Print Name of Board President)*

EDWINA T. WASHINGTON

\*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.