

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.

Table of Contents

Health and Safety Plan: Richland Academy	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	5
Cleaning, Sanitizing, Disinfecting, and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	11
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	16
Health and Safety Plan Communications	17
Health and Safety Plan Summary: Richland Academy	18
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	18
Social Distancing and Other Safety Protocols	18
Monitoring Student and Staff Health	19
Other Considerations for Students and Staff	20
Health and Safety Plan Governing Body Affirmation Statement	21

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: **Richland Academy**

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?
 - *Signage
 - *Social Distancing where possible
 - *Increase Cleaning and Sanitizing
 - *Promote hand washing and hand sanitizer
 - *Change snack process
 - *Training Staff and Students
 - *Limit parents and volunteers in the building
 - *No field trips
 - *Celebration/Party regulations
 - *Use of car line for drop off
 - *Temperature checks
 - *Attendance restrictions eased
 - *Lunch Modifications
 - *Playground modifications

- How did you engage stakeholders in the type of re-opening your school entity selected?
 - o Surveys to the morning preprimary families
 - o Invited Stakeholders to communicate concerns

- How will you communicate your plan to your local community?
 - o Communicate via email, website, social media, etc...

- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
 - o Recommendations of the Local, State and Federal regulatory bodies

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.
- 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): **September 1, 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)
Melissa Baumgardner	Richland Academy	Pandemic Coordinator
Jenn Kush	Richland Academy	Board of Directors
Erika Brosig	Richland Academy	Board of Directors
Vicki Hershberger	Richland Academy	Preprimary Teacher
Elisa Ellenberger	Richland Academy	Board Of Directors
Amy Sharp	Richland Academy	Board of Directors
Lauren Tatarko	Richland Academy	Board of Directors
Amber Whistler	Richland Academy	Teacher
Chelsi Janisko	Richland Academy	Pediatric Nurse Practitioner

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If

implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.

- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water fountains, door handles, light switches, desk surface areas, cabinet knobs, etc.) are sanitized twice a day in student/staff occupied areas. All Montessori work will be sanitized at the end of the day. All of our disinfecting supplies are ordered online and meet the CDC requirements. Students and staff will wash their hands upon entering the classroom and throughout the day. Disinfectants, sanitizers and soap will be available to all students/staff and all learning spaces at all times. The staff and cleaning personnel will be trained on cleaning. There will be a focused sanitizing of the building nightly.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> * High contact areas (bathroom fixtures, water fountains, door handles, light switches, desks, cabinet knobs) will be sanitized before and after each class * All Montessori work will be cleaned at the end of the day * Disinfectant, sanitizers and soap will be available to all students/staff and all learning spaces at all times 	<ul style="list-style-type: none"> * High contact areas (bathroom fixtures, water fountains, door handles, light switches, desks, cabinet knobs) will be sanitized before and after each class * All Montessori work will be cleaned at the end of the day * Disinfectant, sanitizers and soap will be available to all students/staff and all learning spaces at all times 	*Cleaning personel and staff	<ul style="list-style-type: none"> *Cleaning/ Disinfectant Supplies *PPE *Additional Classroom help 	
Other cleaning, sanitizing, disinfecting, and ventilation practices					

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?

- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Richland Academy lowered enrollment for the 2020-2021 school year. While in the green phases, the master schedules will be designed to maximize space to the maximum extent feasible. During the yellow phase, instructors will design learning spaces for students that will be spaced 6 feet apart. Their work space will be marked with a plastic circle that will be disinfected between uses. There will be consistency between students and teachers during all phases. For students that stay for lunch, they will eat lunch in their classroom. Desks/tables will be spaced as far apart as possible.

The students and staff will have access to hand washing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instructions. Students and staff will receive training and reminders through school announcements including training and reminders on hand-washing best practices, good hygiene, and social distancing.

All students will have access to hand sanitizer and hand washing when entering the building.

Playground times will be staggered for all classes. There will only be one class at a time on the playground. All playground materials will be sanitized between classes.

In an effort to limit the sharing of materials among students, all students will utilize their own tool box with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared devices, such as tables, between uses. All Montessori work will be sanitized at the end of the day.

Communal space use will be governed by the building schedule, and schedules are designed to limit the interactions of groups. During group gatherings (circle time and snack time) everyone will practice social distancing. Directional signage may assist in social distancing in communal spaces.

In the event that Richland Academy must return to the yellow phase, more restrictive procedures will be implemented while all precautions from the green phase will be maintained.

Children will be dropped off and exit from their cars masked. Parents will also have face coverings. Parents will be responsible for taking their child out of the car. Staff will perform a temperature check and a health assessment. The child will be escorted by staff into the building and go directly to their cubby. Pick up will be changed in an effort to avoid large congregations of people. The child will be picked up by the parent parking one at a time and walking to the front door or outdoor fence. The parent will walk the child to the car and safely buckle them in. The next parent may then pick up their child. Social distancing must be practiced during pick up.

Visitors, volunteers, presenters, and parent visitors will be restricted. There will be no field trips scheduled for the 2020-2021 school year.

All safety protocols will be consistent throughout all age ranges.

There will be a staff training day that will explain all new procedures.

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>	<ul style="list-style-type: none"> * Markings will be placed on the floor to space children 6 feet apart * The pandemic coordinator and Board of Directors will release and add additional restrictions based on the situation * All students and staff will be required to wear face masks * Teachers will make a plan for remote instruction for students with underlying conditions * Snack will be individualized portions that are served to the children * No food preparation will be offered to children 	<ul style="list-style-type: none"> *Space will be maximized to the maximum extent feasible *All students and staff will wear face coverings *Teachers and Staff will create learning spaces with respect to social distancing to the maximum extent possible *Snack will be individualized portions that are served to the children. *No food preparation will be offered to children 	<ul style="list-style-type: none"> *Melissa Baumgardner Director of Education *Teachers/ Staff 	<ul style="list-style-type: none"> *Markings on floor 	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> * Markings will be placed on the floor to space children 6 feet apart * Children will eat lunch in their classroom * Each child will bring their own lunch * No food will be shared * Families are to provide daily tableware as well as a drink * There will not be any assemblies scheduled for the 2020-2021 school year * Snack food will be served individually with teacher preparation 	<ul style="list-style-type: none"> *Space will be maximized to the maximum extent possible * Children will eat lunch in their classroom. * Each child will bring their own lunch * Families are to provide daily tableware as well as a drink * There will not be any assemblies scheduled for the 2020-2021 school year * Snack food will be served individually with teacher preparation 	<p>Melissa Baumgardner Director of Education Teachers and Staff</p>	<ul style="list-style-type: none"> *Markings on floor *Additional staff for support 	
<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"> *Encourage hand washing and the use of hand sanitizer multiple times a day *Student and staff training *All students will have access to hand sanitizer when entering the building *All students and staff will have indoor shoes 	<ul style="list-style-type: none"> *Encourage hand washing and the use of hand sanitizer multiple times a day *Student and staff training *All students will have access to hand sanitizer when entering the building *All students and staff will have indoor shoes 	<p>Teachers, Staff, Director of Education</p>	<p>Hand sanitizer in learning spaces</p> <p>Sinks, soap and water</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	*Visible signage highlighting topics such as hand washing and social distancing	*Visible signage highlighting topics such as hand washing and social distancing	Board of Directors	Signage	N
* Identifying and restricting non-essential visitors and volunteers	*Restricting volunteers, presenters and parent visitors *Restricting the parents from entering the building at drop off and pick up	*Restricting volunteers, presenters and parent visitors *Restricting the parents from entering the building at drop off and pick up	Melissa Baumgardner Director of Education Teachers/ Staff	Signage	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	*Follow recommendations of CDC *Limit 1 class on the playground at a time *Playground equipment will be wiped down thoroughly after each use	*Follow recommendations of CDC *Limit 1 class on the playground at a time *Playground equipment will be wiped down thoroughly after each use	Melissa Baumgardner Director of Education Teachers/ Staff	Disinfectant/ cleaning supplies	N
Limiting the sharing of materials among students	*Cleaning of shared devices between uses *Students are assigned their own hook to hang their belongings *All students will utilize their own tool box	*Cleaning of shared devices between uses *Students are assigned their own hook to hang their belongings *All students will utilize their own tool box	Teachers/ Staff	*Cleaning and Disinfectant supplies *Individual tool boxes	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)
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> *Students will enter and exit the building only two classes at a time *Markings will be placed on the floor for proper spacing. 	<ul style="list-style-type: none"> *Students will enter and exit the building only two classes at a time 	Teachers/ Staff	* Floor markings/ Signage	N
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> * Students will enter the building one at a time and maintain social distancing as much as possible 	<ul style="list-style-type: none"> *Students will enter the building one at a time and maintain social distancing as much as possible 	Teachers/ Staff	*Signage	Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> *Students will remain with only their class and have consistent staff during class time *No presenters or parent volunteers *Children needing to move to childcare or extended day class will adhere to social distancing and have consistent classmates and teaching staff *Richland Academy lowered enrollment for the 2020-2021 school year. * Markings will be placed on the floor to space children 6 feet apart 	<ul style="list-style-type: none"> Students will remain with only their class and have consistent staff during class time *No presenters or parent volunteers *Children needing to move to childcare or extended day class will adhere to social distancing and have consistent classmates and teaching staff *Richland Academy lowered enrollment for the 2020-2021 school year. 	Teachers/ Staff		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	*Members of Richland Academy's Pandemic Team will share the Reopening Health and Safety Plan with our childcare.	Members of Richland Academy's Pandemic Team will share the Reopening Health and Safety Plan with our childcare.	Board of Directors	School Reopening Plan	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:

While opening under the guidance of the green and yellow phase, there will be significant effort made to monitor the health of all members of the school community. In an effort to monitor students for symptoms of COVID-19, students will receive a temperature check (while they are still with their parents) when entering the building while in the yellow and green phase. Any student who presents with a fever (equal to or greater than 100.4) will be asked to return home for observation by a family member. A daily health assessment will also be performed. If a child appears to be not feeling well (uncontrollable runny nose, cough, etc.) while in the green or yellow phase, they will be asked to return home as well. In an effort to monitor faculty and staff for symptoms of COVID-19, faculty and staff members will receive a temperature check when entering the building. A student or staff member who presents with a fever will be asked to return home and not return back to school until he/she is fever free. You must remain fever free for at least 72 hours without fever reducing medication. Any person who demonstrates symptoms of COVID-19 while in school, will remain isolated in predetermined locations (staff lounge) until he/she is able to safely leave Richland Academy. The student must be picked up within 30 minutes. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. All parents, the Department of Health and the Department of Human Services will be notified if a students or staff member tests positive for the virus. If a students or staff member is exposed to a person with Covid-19 they must quarantine for 14 days.

Attendance is taken daily. Parents must inform the school by email if their child is absent and the reason of the absence. Parents must report to the school immediately if their child or any person in the child's household has or is suspected of having COVID-19.

Families who travel out of state must check with the school upon returning to see if they have to quarantine for 14 days before returning to school.

Staff members that are unable or uncomfortable to return should contact the Board of Directors and will be dealt with on a case by case basis. Students that are unable or uncomfortable to return to school should contact the Director of Education and will be dealt with on a case by case basis.

All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through email, our website, and Facebook.

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	*Students and staff will receive a temperature check when entering the building. Students and staff who present with a fever will be asked to return home. *Staff members with a fever will be asked to return home and not return to school until he/she is fever free.	*Students and staff will receive a temperature check when entering the building. Students and staff who present with a fever will be asked to return home. *Staff members with a fever will be asked to return home and not return to school until he/she is fever free.	Teachers/ staff Director of Education	*Temperature check equipment *hand sanitizer *gloves *masks	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	*Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined location (staff lounge) until he/she is able to safely leave the campus	*Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined location (staff lounge) until he/she is able to safely leave the campus	Teachers/ Staff Director of Education	Staff Lounge	N
* Returning isolated or quarantined staff, students, or visitors to school	*Any person returning to Richland Academy after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both that individual as well as others in the building.	*Any person returning to Richland Academy after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both that individual as well as others in the building.	Director of Education	Website email Facebook	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	*All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through email, Facebook and our website.	*All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through email, Facebook and our website.	Board of Directors	Website email Facebook	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)
Other monitoring and screening practices	*Daily Health screening and temperature check		Teachers and staff		

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

In the green phase, students and staff that are high risk will be addressed on a case by case basis. Staff members and students must wear a face covering. A health inspection and temperature check will be performed on each students as they enter the building. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning.

During the yellow phase, instructors will design learning spaces for students that will be spaced 6 feet apart. Their work space will be marked with a plastic circle that will be disinfected between uses. All staff members and students will be required to wear a face covering unless they have a medical condition. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	*Students that are at risk will be provided with a remote learning environment if they choose, and will be addressed on a case by case basis *Staff will be addressed on a case by case basis	*All students and staff will be addressed on a case by case basis.	Board of Directors Director of Education	Remote Learning Environment Devices Cameras	N
* Use of face coverings (masks or face shields) by all staff	*Staff members and students will be required to wear a face covering	*Staff members and students will be required to wear a face covering	Board of Directors	Face coverings	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	*Students will wear a face covering *Protocols for students with exceptionalities will be addressed on a case by case basis *Accommodations will be made to fully support their safety and learning.	*Students will wear face coverings	Board of Directors	Face coverings	N
Unique safety protocols for students with complex needs or other vulnerable individuals	*Protocols for students with exceptionalities will be addressed on a case by case basis *Accommodations will be made to fully support their safety and learning.	*Protocols for students with exceptionalities will be addressed on a case by case basis *Accommodations will be made to fully support their safety and learning.	Board of Directors Director of Education		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
Hand washing, Social distancing Protocols, Staff/ Student Safety Procedures	Teachers and Staff	Melissa Baumgardner Director of Education Elisa Ellenberger RN on the Board of Directors	Faculty Meeting	Reopening Health and Safety Plan CDC Guidelines	8/26/20	
Temperature Checks	Teachers and Staff	Melissa Baumgardner Director of Education Elisa Ellenberger RN on the Board of Directors	Faculty Meeting	Temperature Check Equipment	8/26/20	

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Signs and Symptoms of COVID-19	Teachers and Staff	Melissa Baumgardner Director of Education Elisa Ellenberger RN on the Board of Directors	Faculty Meeting	Signs and Symptoms of COVID-19 CDC Guidelines	8/26/20	
Cleaning, sanitizing and disinfecting learning spaces and other areas used by students	Teachers and Staff	Elisa Ellenberger RN Board of Directors	Faculty Meeting	Cleaning Materials	8/26/20	

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
Reopening Plan	Board of Directors	Erika Brosig	Email, Website	7/13/20	
General School Update	Teachers and Staff	Melissa Baumgardner	Email, Website	8/26/20	

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date

Health and Safety Plan Summary: Richland Academy

Anticipated Launch Date: 8/26/2020

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>In both the green and yellow phases of reopening, all high contact areas (bathroom fixtures, water foundations, door handles, light switches, desk surface areas, cabinet knobs, etc.) are sanitized before and after all classes in student/staff occupied areas. There will be a focused sanitizing of the building nightly.</p> <p>The Head of School will provide professional development to all cleaning personnel.</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <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>While in the green phases, Richland Academy will maximize space to the maximum extent feasible. Instructors will design learning spaces with respect to social distancing to the maximum extent possible. Face coverings are mandatory for students and staff. The Head of School will limit the number of programs happening during the school year in an effort to avoid large congregations of people. Visitors, volunteers, presenters, and parent visitors will be restricted when feasible.</p> <p>Drop off and pick up times were staggered so only two classrooms will be entering and exiting the building at a time. Students will also be dropped off at different doors to create social distance between students. Richland Academy reduced enrollment for the 2020/2021 school year so proper social distancing can take place in the classroom. Students will have the same teachers/staff in their room consistently and will not not interact with other classes.</p> <p>The students that stay for lunch will eat in their classroom and will be seated as far apart as possible to maintain social distancing. Each child will bring their own lunch. A thermos should be used to keep the child's food warm. Teachers will not be heating up food for the students. No food will be shared. Families are to provide daily tableware as well as a drink.</p> <p>The students and staff will have access to hand washing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instruction and signage. Students and staff will receive training and reminders through school announcements including training and reminders on hand-washing best practices, good hygiene, and social distancing.</p> <p>All students will access hand sanitizer when entering the building. After students unpack, they will enter the classroom and wash their hands. There will be highly visible signage in both buildings highlighting topics such as hand washing, personal hygiene, and social distancing.</p> <p>During recess, the students and staff will follow the recommendations of CDC. One class will be on the playground at a time. All playground equipment will be thoroughly wiped after each class.</p> <p>In an effort to limit the sharing of materials, students will utilize their own tool box with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared devices, such as tables, between uses.</p> <p>Members of the Pandemic Team will share Richland Academy's Reopening Health and Safety Plan with childcare.</p> <p>In the event that the region must return to the yellow phase, more restrictive procedures will be</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>While opening under the guidance of the green phrase, there will be significant effort made to monitor the health of all members of the school community. In an effort to monitor students for symptoms of COVID-19 during the green and yellow phase, students will receive a temperature check and a health screening when entering the building. Any student who presents with a fever may be asked to return home for observation by a family member. In an effort to monitor staff for symptoms of COVID-19, staff members will receive a temperature check when entering the building. A staff member who presents with a fever will be asked to return home and not return until he/she is fever free. Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined locations (staff lounge) until he/she is able to safely leave the campus. They must be picked up within 30 minutes. Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building.</p> <p>All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through email, our website and social media.</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>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Richland Academy will protect our students that are higher risk for severe illness by making a learning plan with their family. This will be done on a case by case basis. Staff at risk of the coronavirus will be addressed on a case by case basis. Staff members and students are required to wear a face covering during the green and yellow phase. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning.</p> <p>During the yellow phase, instructors will design learning spaces for students that will be spaced 6 feet apart. Their work space will be marked with a plastic circle that will be disinfected between uses. All staff members and students will be required to wear a face covering unless they have a medical condition. Temperature checks will be made for students and staff when entering the building. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning.</p> <p>During the red phase, there will be no refunds for tuition for preprimary and toddler students for time missed. Remote instruction will be given during that time. Refunds will only be given to infants during the red phase.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Richland Academy** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 3, 2020**.

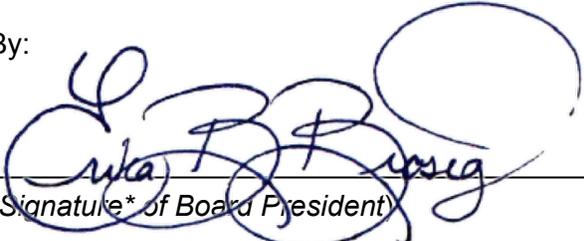
The plan was approved by a vote of:

 9 Yes

 0 No

Affirmed on: August 3, 2020

By:



(Signature* of Board President)

Erika B. Brosig

(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.