



INSIGHT PA

CYBER CHARTER SCHOOL

Health and Safety Plan Summary

Anticipated Launch Date: September 2, 2020

As a cyber charter school, daily operational procedures for instruction and support of students provided by teachers, specialists, family coaches, etc. are virtual and therefore will continue as normal. The following Health and Safety plan is designed to address only the reopening of the school's main office and the provision of in-person services.

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>Insight PA main offices do not house students. Our offices remain closed except for essential personnel completing in-office functions on a limited, as-needed basis.</p> <p>Signs - Available from CDC</p> <ul style="list-style-type: none"> ● Masks worn in common areas ● Arrow directions on the floor <p>Behavioral Expectations</p> <ul style="list-style-type: none"> ● Masks worn whenever not 6 feet apart ● Masks not needed when alone in closed office ● Reporting expectations: Must notify HR if exposed or presenting symptoms ● Staff must self-quarantine after travel to specific locations (as indicated by state DOH) ● Wash hands regularly ● Work in your assigned office ● Refrain from eating in lunchroom ● Honor system - If coming in, you do not have fever/symptoms <p>Tracking</p> <ul style="list-style-type: none"> ● Front desk log: Use electronic key swipe <p>Actions</p> <ul style="list-style-type: none"> ● Nurses will update office staff via email weekly about self-quarantine locations ● Regular updates as needed ● Leverage Health & Safety Committee for further planning ● At least one deep cleaning to be scheduled

Distancing and Other Safety Protocols

Insight PA students work remotely so they do not interact with each other daily. The school administrative offices, related service providers, and evaluators will implement the following social distancing procedures regarding interaction in communal spaces and monitoring visitors to the office.

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>The pandemic planning team has developed a list of essential staff and a rotating schedule for their attendance in the office through January. Only essential staff will be required to come to the school administrative offices. Signs will be posted reminding that masks must be worn in common areas and arrow directions will be taped on the floor. For tracking of visitors, a front desk log will be used as well as the employee key swipe system. However, the outline below details expectations for related service providers and evaluators who may interact with students face to face.</p> <p>Related Services – Providers should assume responsibility for acquiring/providing PPE to their subcontractors</p> <ul style="list-style-type: none"> • All contracted personnel serving ISPA students are responsible for their own PPE • Calculate # of F2F sessions to send disposable masks at that count to students; If student cannot maintain the mask, IEP team meeting will review all factors to determine alternate strategies and/or virtual options that may allow for the reasonable delivery of FAPE and maintain safety • Consider PWN language for family member in close proximity and specified distancing for therapist/evaluator if student is unable to wear mask due to disabling condition • Generate Waiver of FAPE template for COVID-related refusals • For IEP goals necessitating close view of the facial-motor functions between student and therapist, virtual therapy format will be considered best practice; If team determines this cannot be delivered, the use of plexiglass and face shields with 6-foot minimum spacing will be implemented • Therapists & personnel – any therapeutic delivery that requires physical prompts or proximity due to the nature of the student’s functional and/or behavioral needs, all relevant staff should ensure

<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>the supervising adult in the home is notified and should escalate to the IEP team to review behavior management or safety protocols; If the professional judgement indicates this is an emergency situation notification should be sent immediately to the point of contact for any ISPA communications</p> <ul style="list-style-type: none"> • Any physical materials or surfaces that must be utilized during a face-to-face session with a student must be thoroughly sanitized prior to and immediately following each session – This applies to any setting in which student service sessions are scheduled • Physical Therapist – PT will follow ISPA health & safety plan • Transportation needs – Only 1 student permitted; company responsible for maintaining CDC/PDE guidelines and must follow school’s health & safety plan <p>Psychoeducational Evaluations –</p> <ul style="list-style-type: none"> • Priority need for coordination of pending ISPA evals at specified sites during 1st quarter; Regional staffing & PPE shipments; • All materials or surfaces that must be utilized during a face-to-face evaluation with a student must be thoroughly sanitized prior to and immediately following each session – • All evaluators & support staff must wear masks throughout the entire • All students and/or accompanying adult(s) must also wear masks throughout the entire session <ol style="list-style-type: none"> 1. Need for Parent/Guardian Agreement – to be sent and signed upon scheduling evaluation session • Non-compliant parents who arrive may not enter the designated space(s) reserved for ISPA student evaluations • PPE materials needed for all essential F2F evaluations <ol style="list-style-type: none"> 1. Transparent plexiglass desk partition 2. Masks 3. Disinfecting wipes 4. Hand sanitizer 5. Maintain appropriate social-distancing guidelines
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Monitoring Student and Staff Health

Insight PA students work remotely, they do not physically interact with each other daily. The school administrative offices, related service providers and evaluators will implement the following social distancing procedures regarding interaction in communal spaces and monitoring visitors to the office.

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>The pandemic planning team has developed a list of essential staff and a rotating schedule for their attendance in the office through January. Only essential staff will be required to come to the school administrative offices. Signs will be posted reminding that masks must be worn in common areas and arrow directions will be taped on the floor. For tracking of visitors, a front desk log will be used as well as the employee key swipe system.</p> <p>Due to only requiring essential staff to be in the school administrative offices, we will utilize an honors system regarding symptoms. For related service providers, we will honor any policies and procedures those contractors have established for their providers. Notification will be provided on a case by case basis for any students or staff effected. Quarantine procedures will be put in place for any staff or students impacted by COVID or who have traveled to the restricted states per PA Health Department.</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>Office:</p> <p>All staff will be required to conduct a temperature screening and self- monitor for symptoms of COVID-19. If they have a fever or show symptoms and/or history of exposure, they are to contact the director of Human Resources and continue to telework. After three days, if symptoms persist, they should contact their physician and plan to be tested for COVID-19.</p> <p>If during the course of the day an employee becomes sick or demonstrates symptoms associated with exposure to COVID-19, the individual will be asked to immediately go home and self-isolate while symptoms persist. If symptoms persist for more than three days, the staff member will be expected to be tested for COVID-19.</p> <p>If results are positive, the person will be required to self- quarantine. If the person worked within the office within the previous week, the building would close, staff will telework, and a deep cleaning of the building will be scheduled before anyone is permitted back into the building. For a staff person to return, they must have documentation from a healthcare professional that they have recovered.</p> <p>In event situation occurs where building needs to close for deep cleaning, an email will be sent out to the office staff notifying them they are to telework until further notice.</p> <p>School Community:</p> <p>As events change where within-school-year changes are warranted, such as the introduction of in-person events and state testing, email communication will go out to the entire school community and will be updated as new information is available.</p>