



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: Passport Academy 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

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 08/25/2020

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)
Dr. Ray M. Milke	Passport Academy Charter School	Pandemic Coordinator
Jeffrey Jackson	Passport Academy Charter School	Plan Development and Response Team
Marla Malcolm	Passport Academy Charter School	Plan Development and Response Team
Sharon Zaborowski	Passport Academy Charter School	Plan Development and Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions:

Prior to the first day of school for the 2020 – 2021 school year Passport Academy Charter School will be fully cleaned and sanitized including the lobby, entranceways, classrooms, offices, bathrooms/restrooms, hallways, and all common areas. Passport Academy will contract services from local cleaning companies that use cleaning products that meet OSHA requirements and will follow CDC requirements for COVID – 19. The cleaning, sanitation, and disinfecting of Passport Academy will occur on a daily basis. Because the daily schedule provides for two (three hour) sessions, all students areas will be cleaned and disinfected between two sessions. Throughout the day, bathrooms and common areas will be cleaned and sanitized approximately every hour. Cleaning checklists will be posted in restrooms in order to ensure that timely sanitation has occurred. The cleaning and sanitation of ventilation systems will be conducted by building management according to CDC guidelines. Staff members with custodial responsibilities will be provided professional development training in order to conform to CDC guidelines and accepted practices. These staff members are already Serve-Pro certified and possesses a basic understanding of cleanliness, hygiene, and germ/virus transmission. Preparedness to implement, as a result of these trainings, will be measured through successful completion of the professional development activities.

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)	*Daily Building-Wide Cleaning and Sanitizing *Cleaning and Sanitizing Between the Morning and Afternoon Sessions *Cleaning and Sanitizing Throughout the Day (Approximately Every Hour in Designated Areas)	Same as Yellow	*Contracted Cleaning Company *Custodial/Security Staff	OSHA Compliant Cleaning and Sanitizing Materials CDC cleaning guidelines	Yes
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:

Classrooms and learning spaces will be re-organized in order to help mitigate and prevent the spread of COVID-19 and other pathogens. New furniture will be purchased in order to maximize space between students and/or faculty and to the comply with CDC social distancing guidelines. The entranceway to the building will be modified in order to limit the number of students entering at one time and social distancing of at least 6 ft. will be implemented. Stairwells and hallways will have demarcations indicating one-way travel in order to assist with social distancing. The changing of classes will be modified and staggered in order to ensure that only small groups of students are in the hallways at one time. Dismissal will also be modified in order to release students in small groups in order to minimize proximity contact. Staff members will be trained on social distancing, safety protocols, proper hygiene, and pathogens. This training will occur prior to the start of school and will continue throughout the school year as a professional development activity. Staff preparedness will be measured via question and answer sessions regarding the material as well as content quizzes.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>*Classrooms/class sizes will be adjusted and modified to allow for at least 6ft. of separation</p> <p>*New specialized classroom desks will be purchased to maintain social distancing</p> <p>*Hallways will be demarcated to assist in social distancing</p> <p>*The bell schedule will be modified to allow only specific classes to dismiss at any given time in order to minimize the number of students in the hallways and communal areas</p>	<p>Same as Yellow</p>	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p>	<p>New specialized classroom desks</p>	<p>N</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>*The entranceway to the building will be modified in order to limit the number of students entering at one time and social distancing of at least 6 ft.</p> <p>*Hallways will be demarcated to assist in social distancing</p> <p>*The bell schedule will be modified to allow only specific classes to dismiss at any given time in order to minimize the number of students in the hallways and communal areas</p> <p>*Serving meals in non-applicable as Passport Academy does not serve food</p>	<p>Same as Yellow</p>	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p> <p>*Custodial/Security Staff</p>	<p>None</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students and Staff members will be trained on social distancing, safety protocols, proper hygiene, and pathogens.	Same as Yellow	*Marla Malcolm School Nurse Plan Development and Response Team	Staff in-service provided by school nurse	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs will be posted throughout the building included the entrance way, hallways, classroom, common areas, and restrooms.	Same as Yellow	*Marla Malcolm School Nurse Plan Development and Response Team *Custodial/Security Staff	Signs, posters, information brochures	N
* Identifying and restricting non-essential visitors and volunteers	Non-essential visitors and volunteers will be prohibited from the premises. All essential visitors/volunteers will be screened by security	Same as Yellow	*Custodial/Security Staff	*Hand held thermometer *Consultation with administrative staff	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	These activities are not applicable at Passport Academy	Same as Yellow			
Limiting the sharing of materials among students	Student will only use their own materials and devices	Same as Yellow	*Faculty and staff	None	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	<p>*The entranceway to the building will be modified in order to limit the number of students entering at one time and social distancing of at least 6 ft.</p> <p>*Hallways will be demarcated to assist in social distancing</p> <p>*The bell schedule will be modified to allow only specific classes to dismiss at any given time in order to minimize the number of students in the hallways and communal areas.</p>	Same as Yellow	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p> <p>*Custodial/Security Staff</p> <p>*Faculty</p>	None	N
Adjusting transportation schedules and practices to create social distance between students	<p>These activities are not applicable to Passport Academy as all students walk to school or use public transportation</p>	Same as Yellow			

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>*Classrooms/class sizes will be adjusted and modified to allow for at least 6ft. of separation</p> <p>*New specialized classroom desks will be purchased to maintain social distancing</p> <p>*Hallways will be demarcated to assist in social distancing</p> <p>*The bell schedule will be modified to allow only specific classes to dismiss at any given time in order to minimize the number of students in the hallways and communal areas</p>	Same as Yellow	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p> <p>*Custodial/Security Staff</p> <p>*Faculty</p>	None	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	This is not applicable to Passport Academy as the program provides for schedule flexibility and an on-line component	Same as Yellow			
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:

Students, staff, and visitors who enter the building will be subject to temperature checks and screening questions. Guidelines and expectations will be sent home to parents and families in order to clarify and reaffirm our procedures as they pertain to sickness and illness. If a student or staff member has been confirmed positive for COVID-19 the pandemic team will meet in order to determine the appropriate course of action. This meeting is intentional, in lieu of blanket pre-determined decisions, so that each case can be determined on its individual circumstances and merits. In such cases the pandemic team will confer with the county health department and review contemporary information and guidelines as they pertain to COVID 19. This team will use contemporaneous data in order to properly determine the conditions and course of action as it pertains to re-admittance of students and staff members who have previously tested positive for COVID 19. Protocols for monitoring student and staff health will be monitored by the pandemic team. The pandemic team will also be responsible for notifying students, families, and staff members of any confirmed COVID-19 cases. The manner in which this information will communicated shall also be determined by the pandemic team in order to choose the most appropriate and effective form of communication applicable at such time. Training regarding student and staff health will occur prior to the start of school and will continue throughout the school year as a professional development activity. Staff preparedness will be measured via

question and answer sessions regarding the material as well as content quizzes.

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 be subject to temperature checks and screening questions upon entering the building.	Same as Yellow	*Custodial/Security Staff	*Hand held thermometers *Questionnaire *County, State, Federal, and CDC guidelines	N
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Any student or staff member who exhibits a fever or demonstrates a history of exposure to COVID-19 will be immediately be isolated and required to immediately leave the building	Same as Yellow	*Mr. Jackson CEO/Principal Plan Development and Response Team *Marla Malcolm School Nurse Plan Development and Response Team *Custodial/Security Staff *Faculty	*Hand held thermometers *Questionnaire *County, State, Federal, and CDC guidelines	N
* Returning isolated or quarantined staff, students, or visitors to school	Students, staff, or visitors that have been diagnosed or exposed to COVID-19 will not be allowed into the building for a minimum of 2 weeks and will have to have isolated themselves for 2 weeks in order to return	Same as Yellow	*Mr. Jackson CEO/Principal Plan Development and Response Team *Marla Malcolm School Nurse Plan Development and Response Team	*Hand held thermometers *Questionnaire *County, State, Federal, and CDC guidelines	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>*The pandemic team will also be responsible for notifying students, families, and staff members of any confirmed COVID-19 cases.</p> <p>*The manner in which this information will be communicated shall also be determined by the pandemic team in order to choose the most appropriate and effective form of communication applicable at such time.</p>	Same as Yellow	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p> <p>*Ray M. Milke Director of Special Education and Student Services/ Pandemic Coordinator</p> <p>*Marla Malcolm School Nurse Plan Development and Response Team</p>	*County, State, Federal, and CDC guidelines	N
Other monitoring and screening practices					

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

The use of masks or other face coverings will be determined by the pandemic team based upon CDC guidelines and contemporary recommendations and requirements issued by state, local, and the federal government. The pandemic team will review with all students and staff who are immunosuppressed, pregnant, or otherwise at a higher risk for severe illness particular procedures and recommendations to best protect these individuals. Because of the unique structure and service delivery model Passport Academy uses, there is generally no need for substitute teachers. However, should the use of substitute teachers need to occur, all of these new staff members will be trained in the same fashion and have the same expectations as the existing staff. In order to provide students and staff with access to supports for social emotional wellness as a result of COVID-19 related concerns, the school counselors and school psychologist will be available to meet with these individuals and provide the appropriate level of support.

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	The pandemic team will review with all students and staff who are immunosuppressed, pregnant, or otherwise at a higher risk for severe illness particular procedures and recommendations to best protect these individuals.	Same as Yellow	*Mr. Jackson CEO/Principal Plan Development and Response Team *Ray M. Milke Director of Special Education and Student Services/ Pandemic Coordinator *Marla Malcolm School Nurse Plan Development and Response Team	*County, State, Federal, and CDC guidelines *Appropriate PPE equipment	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>The use of masks or other face coverings will be determined by the pandemic team based upon CDC guidelines and contemporary recommendations and requirements issued by state, local, and the federal government.</p> <p>Face coverings are required for all students and staff except when:</p> <p>Eating or drinking when spaced at least 6 feet apart; seated at desks or assigned work- spaces at least 6 feet apart; or Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.)</p>	<p>Same as Yellow</p>	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p> <p>*Ray M. Milke Director of Special Education and Student Services/ Pandemic Coordinator</p> <p>*Marla Malcolm School Nurse Plan Development and Response Team</p>	<p>*County, State, Federal, and CDC guidelines.</p> <p>*Appropriate PPE equipment</p>	<p>Y</p>

<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>The use of masks or other face coverings will be determined by the pandemic team based upon CDC guidelines and contemporary recommendations and requirements issued by state, local, and the federal government.</p> <p>Face coverings are required for all students and staff except when:</p> <p>Eating or drinking when spaced at least 6 feet apart; seated at desks or assigned work-spaces at least 6 feet apart; or Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.)</p> <p>*** Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.</p>	<p>Same as Yellow</p>	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p> <p>*Ray M. Milke Director of Special Education and Student Services/ Pandemic Coordinator</p> <p>*Marla Malcolm School Nurse Plan Development and Response Team</p>	<p>*County, State, Federal, and CDC guidelines</p> <p>*Appropriate PPE equipment</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>The pandemic team will review with all students and staff who are immunosuppressed, pregnant, or otherwise at a higher risk for severe illness specific and particular procedures/ recommendations to best protect these individuals.</p> <p>*** Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.</p>	<p>Same as Yellow</p>	<p>*Mr. Jackson CEO/Principal Plan Development and Response Team</p> <p>*Ray M. Milke Director of Special Education and Student Services/ Pandemic Coordinator</p> <p>*Marla Malcolm School Nurse Plan Development and Response Team</p>	<p>*County, State, Federal, and CDC guidelines</p> <p>*Appropriate PPE equipment</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)
Strategic deployment of staff	Strategic deployment of staff (who, what, when, where, and how) will be situation specific, determined by the pandemic team using contemporary data and information, and in conjunction with county, state, federal, CCD recommendations.	Same as Yellow	*Mr. Jackson CEO/Principal Plan Development and Response Team *Ray M. Milke Director of Special Education and Student Services/ Pandemic Coordinator *Marla Malcolm School Nurse Plan Development and Response Team	*County, State, Federal, and CDC guidelines	Y

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
Social distancing, safety protocols, proper hygiene, and pathogens	All Staff	Marla Malcolm	Lecture/Presentation	CDC Guidelines Nurses Association In-House Technology	08/15/2020	05/01/2021
Considerations for the cleaning and disinfection of environmental surfaces in the context of COVID-19 in non-health care settings	Custodial Staff/Security Staff	World Health Organization	On-line/Web-Based Training	WHO Module In-House Technology	08/15/2020	09/01/2020

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
Health and Safety Plan	Staff, Students, and Community	Dr. Ray Milke (Director of Special Education and Student Services/ Pandemic Coordinator)	Flyers, Announcements, Website, Facebook	08/15/2021	06/01/2021
Staff/Student Health and COVID-19 Updates	Staff, Students, and Community	Dr. Ray Milke (Director of Special Education and Student Services/ Pandemic Coordinator) Marla Malcolm (School Nurse, Plan Development and Response Team) Jeffery Jackson (CEO/Principal, Plan Development and Response Team)	Flyers, Announcements, Website, Facebook	08/15/2020	06/01/2021

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

Health and Safety Plan Summary: Passport Academy Charter School

Anticipated Launch Date: 08/25/2020

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>Prior to the first day of school for the 2020 – 2021 school year Passport Academy Charter School will be fully cleaned and sanitized including the lobby, entranceways, classrooms, offices, bathrooms/restrooms, hallways, and all common areas. Passport Academy will contract services from local cleaning companies that use cleaning products that meet OSHA requirements and will follow CDC requirements for COVID – 19. The cleaning, sanitation, and disinfecting of Passport Academy will occur on a daily basis. Because the daily schedule provides for two (three hour) sessions, all students areas will be cleaned and is effective between two sessions. Throughout the day, bathrooms and common areas will be cleaned and sanitized approximately every hour. Cleaning checklists will be posted in restrooms in order to ensure that timely sanitation has occurred. The cleaning and sanitation of ventilation systems will be conducted by building management according to CDC guidelines. Staff members with custodial responsibilities will be provided professional development training in order to conform to CDC guidelines and accepted practices. These staff members are already Serve-Pro certified and possesses a basic understanding of cleanliness, hygiene, and germ/virus transmission. Preparedness to implement as a result of these trainings will be measured through successful completion of the professional development activities.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 	<p>Classrooms and learning spaces will be re-organized in order to help mitigate and prevent the spread of COVID-19 and other pathogens. New furniture will be purchased in order to maximize space between students and/or faculty and to comply with CDC social distancing guidelines. The entranceway to the building will be modified in order to limit the number of students entering at one time and social distancing of at least 6 ft. will be implemented. Stairwells and hallways will have demarcations indicating one-way travel in order to assist with social distancing. The changing of classes will be modified and staggered in order to ensure that only small groups of students are in the hallways at one time. Dismissal will also be modified in order to release students in small groups in order to minimize proximity contact. Staff members will be trained on social distancing, safety protocols, proper hygiene, and pathogens. This training will occur prior to the start of school and will continue throughout the school year as a professional development activity. Staff preparedness will be measured via question and answer sessions regarding the material as well as content quizzes.</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>	

Requirement(s)	Strategies, Policies and Procedures
<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>	

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>Students, staff, and visitors who enter the building will be subject to temperature checks and screening questions. Guidelines and expectations will be sent home to parents and families in order to clarify and reaffirm our procedures as they pertain to sickness and illness. If a student or staff member has been confirmed positive for COVID-19 the pandemic team will meet in order to determine the appropriate course of action. This meeting is intentional, in lieu of blanket pre-determined decisions, so that each case can be determined on its individual circumstances and merits. In such cases the pandemic team will confer with the county health department and review contemporary information and guidelines as they pertain to COVID 19. This team will use contemporaneous data in order to properly determine the conditions and course of action as it pertains to re-admittance of students and staff members who have previously tested positive for COVID 19. Protocols for monitoring student and staff health will be monitored by the pandemic team. The pandemic team will also be responsible for notifying students, families, and staff members of any confirmed COVID-19 cases. The manner in which this information will be communicated shall also be determined by the pandemic team in order to choose the most appropriate and effective form of communication applicable at such time. Training regarding student and staff health will occur prior to the start of school and will continue throughout the school year as a professional development activity. Staff preparedness will be measured via</p>

Requirement(s)	Strategies, Policies and Procedures
	question and answer sessions regarding the material as well as content quizzes.

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>The use of masks or other face coverings will be determined by the pandemic team based upon CDC guidelines and contemporary recommendations and requirements issued by state, local, and the federal government. The pandemic team will review with all students and staff who are immunosuppressed, pregnant, or otherwise at a higher risk for severe illness particular procedures and recommendations to best protect these individuals. Because of the unique structure and service delivery model Passport Academy uses, there is generally no need for substitute teachers. However, should the use of substitute teachers need to occur, all of these new staff members will be trained in the same fashion and have the same expectations as the existing staff. In order to provide students and staff with access to supports for social emotional wellness as a result of COVID-19 related concerns, the school counselors and school psychologist will be available to meet with these individuals and provide the appropriate level of support.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Passport Academy Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

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

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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