



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	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	12
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	15
Health and Safety Plan Communications	16
Health and Safety Plan Summary	17
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	17
Social Distancing and Other Safety Protocols	17
Monitoring Student and Staff Health	18
Other Considerations for Students and Staff	19
Health and Safety Plan Governing Body Affirmation Statement	20

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: CATALYST 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?

Summary of Responses to Key Questions:

We plan to open for all staff and students as planned on August 24, 2020. We will provide support for students and families in a distance learning environment if individuals choose that option, or should local or regional conditions warrant it for a larger group (e.g. classroom exposure) or the entire school (e.g. red phase). Our plan incorporates high-leverage risk mitigation strategies recommended by local, state, and federal health officials including face coverings, screenings, social distancing, and sanitation protocols. We have held two virtual town hall meetings with our incoming parent community to gather input on our plan, and will hold more either in person or virtual meetings as our plan is adopted to communicate the details. We will also publish our plan on our website. We will consult local health officials for guidance should positive cases or exposures occur on recommendations for school closure. We will also monitor our operations to ensure the risks to the health and safety of our school community are minimized while still providing a high-quality education experience for our students. Decisions on school closure will incorporate information and recommendations from both our internal pandemic team as well as external stakeholders, health, and government officials.

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff (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): August 24, 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)
Brian Smith	School Administration	Pandemic Coordinator (Both)
Darren Gray	School Administration	Both
Myra Powell	Families	Response Team
Laura Lerand	Teachers/Staff	Response Team

Carrie Potter-Murray	Students with special needs	Response Team
Monica Cooper	Students	Response Team
MaLisha Scott	School Operations	Response Team
School Nurse	Community Health	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:

Our school building will be regularly cleaned with cleaning and disinfection supplies that comply with CDC requirements for COVID-19. We will work closely with our cleaning services provider to ensure compliance with these requirements. Our building is being renovated during the summer months under the guidance of a COVID-19 risk mitigation plan. This renovation includes replace the HVAC system to include ventilation that is compliant with ASHRAE 60.1. to ensure above-standard levels of fresh air. The building will also be thoroughly cleaned and disinfected before the start of classes on August 24th. Our cleaning services provider will secure adequate supplies, but we will also provide supplementary supplies for staff (e.g. disinfecting wipes). Individual classroom surfaces will be cleaned and disinfected daily, and high-touch surfaces (e.g. door knobs) will be disinfected once during the day, and once at the end of the day. Students will remain in the same room for most of the day in dedicated desks to minimize the risk from shared surfaces. Any student desks that are used by more than one student in a day will be disinfected between classes. Students will be given individual supplies to the extent possible to minimize the sharing of materials. Ventilation systems will be monitored in accordance with manufacturer recommendations. All staff will be trained during our summer professional development workshops (four weeks prior to the start of our school year). The training will provide overall guidance from public health organizations as well as specifics on our plan for Catalyst Academy. Staff will be given opportunities to share their concerns, questions, and understanding so that the pandemic response team is able to gauge the preparedness of the organization. End of training session surveys will provide more data on the preparedness. Furthermore, staff will be coached “if you see something, say something”. In other words, if a staff member sees either non-compliance, gaps in our approach, or a potential issue, they should raise it with a member of the pandemic response team.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>High-touch surfaces (e.g. desk surfaces, door knobs) will be disinfected twice a day. Students will be kept in their cohorts throughout the day but may need to move once during the day for talent classes (e.g phys ed, arts, STEM); As cohorts of students change, teachers with central team support will oversee that transition including disinfecting of desks and the doorknob.</p> <p>Restrooms will be cleaned twice/day.</p> <p>Hallways will be cleaned weekly unless a confirmed case or exposure occurs, necessitating an immediate cleaning.</p> <p>Students will be encouraged to use personal water bottles (hallway fountains have bottle-fill capability). Disposable cups will also be available.</p>	Same as Yellow Phase	Brian Smith – oversight over school operations including school cleaning services provider coordination and oversight	<p>Maintenance staff will use cleaning and disinfection supplies in alignment with CDC guidelines. Cleaning services provider will ensure procurement of adequate supply needs.</p> <p>Disinfection supplies will be distribute throughout learning spaces for teachers to support mid-day disinfection protocols</p>	Y – Teachers/ School staff will need to be trained on cleaning/ disinfecting protocols that they need to directly support
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>A new HVAC system is being implemented in the school in summer 2020 that is compliant with ASHRAE 60.1. to ensure above-standard levels of fresh air; decentralized system also reduces cross-contamination risk across the building</p>	Same as Yellow Phase	Brian Smith - CEO	HVAC system monitoring software, filters	Y – Bldg owner w/ HVAC installation vendor will provide training on system maintenance

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 at Catalyst Academy will be limited to 18 students to ensure 6ft of distance between students. Our scholar “talent” classes (STEM, Phys Ed, Arts) may be held in the gym or cafetorium, which are much larger and can easily accommodate 6ft distance requirements. Students will be kept together in their cohorts of up to 18 students throughout the day. Traditional communal spaces (gym, cafetorium) will not be used for large school-wide gatherings. As mentioned, they can be used for individual classes but lunch will be served in classrooms, and school-wide assemblies will not occur. When possible, we will leverage outside space for physical education and recess purposes. Students and staff will be required to pass a temperature screening and sanitize their hands at the beginning of the day. Furthermore, additional hand washing and/or disinfecting will occur throughout the day at keep points (e.g. meals, bathroom breaks, transitions). Staff will be required to wear face shields and/or masks throughout the day. Students will be instructed to wear face masks or shields in accordance with current Dept of Health and Dept of Education guidelines. We will work with transportation providers to limit the number of kids disembarking from buses at one time so we can maintain proper distance as students go through the school entrance protocol. We serve K-1 in 2020-21 so there is not any variance based on age/grade. But we will be sensitive to the challenge young children may have learning and maintaining safety protocols. We will work to practice these protocols to make them part of their daily routine. We will provide training for school staff during our August professional development workshops. We will measure preparedness through both informal observation and staff surveys during professional development. We will also inform parents about our procedures and protocols and also provide opportunities to share suggestions, questions, and concerns.

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>We are modifying our education delivery model to both deliver our comprehensive education experience and deliver it with our students 6 feet apart. We are restructuring the early elementary core classroom to be limited to 18 students each, the maximum that it can hold to maintain 6ft distance separation. Each cohort will be kept together throughout the day and mixing with other students will be minimized.</p> <p>We will supplement the classroom spaces with use of the cafetorium and/or the gym for talent areas of our program (STEM, Arts, & Phys Ed)</p>	<p>Same as Yellow Phase</p>	<p>Darren Gray-Principal</p>	<p>Additional classrooms may be created with functional barriers (i.e. non-permanent walls) in the gym and cafetorium as needed</p>	<p>Y – Our entire staff will be trained on the adjusted schedule, the importance of maintaining social distance, and keeping cohorts of students separated to limit whole-school transmission.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>As noted above, the cafetorium and gym spaces may be utilized for defined classroom spaces for talent areas (Arts, Phys Ed, STEM). 6ft distances will be maintained to the maximum extent possible. Meals will be served in individual classrooms.</p>	<p>Same as Yellow Phase</p>	<p>Darren Gray-Principal</p>	<p>Food service vendor will provide single-serve meals for distribution in the classroom</p>	<p>Y – Staff will be trained on adjusted lunch protocols, and the overall space plan.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of</p>	<p>Students and staff will be either washing their hands or using hand sanitizer throughout the day. Hand sanitizer stations will be strategically placed at entrances for incorporation into the beginning of the day protocols for all staff and students. Hand</p>	<p>Same as Yellow</p>	<p>Laura Lerand – Dean of Instruction</p>	<p>Hand Sanitizer stations for high-volume points (student morning</p>	<p>Y – Staff trained on hygiene practices and</p>

hand-washing and other best practices	sanitizer that is compliant with CDC guidance will be available in all classrooms that don't have sinks. Teachers will incorporate hand-washing / sanitizing at key points during the day (before/after transitions, meals, bathroom breaks) as well as educate students on its importance and protocols.			entrance); individual classroom hand sanitizer supplies. Adequate sink soap dispenser supplies.	able to train students
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Obtain and post signs that promote protective measures in high-traffic areas including: School Reception, Entrances to Building and corridors, classroom areas;	Same as Yellow	MaLisha Scott- Front Office Manager School Nurse (TBD)	Posters that encourage good hygiene practices	Y – see above
* Identifying and restricting non-essential visitors and volunteers	All non-essential non-parent visitors will be restricted. When feasible, parents will be given options for virtual classroom observation/conferences to limit the need for in-person visitation. All visitors will be required to have PPE on before entering the building.	Same as Yellow	MaLisha Scott- Front Office Manager	Communication with parents	Y – Staff will be informed of limitations on visitors;
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Physical education curriculum will be modified to be consistent with CDC guidance. Outside space will be used as much as possible.	Same as Yellow	Morgan Lovely (Physical Education Teacher)	Modified curriculum supplies as necessary	Y – Physical education teacher will examine CDC physical education guidance and modify curriculum as needed.
Limiting the sharing of materials among students	Each student will be provided a supply kit to limit the sharing of materials. This will include writing instruments, notebooks/workbooks, etc.	Same as Yellow	Darren Gray (Principal) – requirements Brian Smith (CEO) - Procurement	Supply storage kits for each student; extra supplies	N

Staggering the use of communal spaces and hallways	Teachers and Operations staff will work to stagger use of common spaces when feasible. There is one main hallway so teachers can look to see if the hallway is clear before transitioning students. Extra spaces in the cafetorium and gym can support students while they wait for a hallway to clear.	Same as Yellow	Darren Gray (Principal)	N/A	Y - teachers will be instructed on good hallway transition protocols
Adjusting transportation schedules and practices to create social distance between students	<p>As students exit a bus, they will line up outside the school gym entrance 6ft apart as they go through our entrance protocol (e.g. temperature check, hand sanitizer). If the lines are too long, students will be held on buses until the lines become shorter.</p> <p>As a charter school, our students rely on their home districts for transportation services. We will encourage our students to wear face coverings to and from school, including on school buses.</p>	Same as Yellow	Brian Smith (CEO) - transportation/ operations	Supplies for entrance protocols (e.g. touchless thermometer, hand sanitizer)	Y - staff training on entrance/bus procedures
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classes will have a maximum of 18 students in order to maintain 6ft distance between students. Students will be kept together in their cohorts, and interactions between groups of students will be limited.	Same as Yellow	Darren Gray (Principal)	Classroom support materials will be provided for individual students (e.g writing tools, workbooks) to limit sharing.	Teachers will be trained to understand the importance of limiting interactions between groups of students and to the extend feasible maintaining 6ft distance between students.
Coordinating with local childcare regarding on site care, transportation	Because we have designed a plan that still provides a full-day of school 5 days/week for all of our scholars, we have limited the impact on our families. We are working with our after school	Same as Yellow	Brian Smith (CEO) - operations	Coordination with after-school provider	Y - coordination between teachers/staff

protocol changes and, when possible, revised hours of operation or modified school-year calendars	provider to maintain our safety protocols in the after school environment.				and after school provider as needed
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:

In order to maintain the safety of all members of our school community, Catalyst will implement an arrival procedure for staff and students in order to monitor symptoms before entering the building each day. No contact temperature checks will occur for any individual entering the building as well as the use of an anti-bacterial hand sanitizer before moving anywhere within the school building. Daily, during Catalyst Community Time, teachers will engage scholars in a short recap of how they are feeling both physically and emotionally to start the day. In addition to this information from scholars, information collected from the Community Advisor from parents and families will be utilized to assess over potential of exposure. Additionally, faculty and staff will take any parent interaction (phone call, email, text message, or in-person meeting) to inquiry about the overall well-being (both physical and mental) of the family and scholar. If there is a credible sign of potential illness or exposure, the Catalyst staff will act decisively to isolate or quarantine the impacted school community member. In the case of any school community member who must isolate or quarantine, they will be housed in the School Nurses Station, a private location with a controlled entry, in order to prevent the potential for further community spread. For students that need to isolate or quarantine, they will be moved to the School Nurses Station and a parent or family member will be called immediately, informed of the situation, and asked to come and pick-up the scholar. For faculty or staff members that need to isolate or quarantine, they will be asked to leave the campus and isolate or quarantine from home. The Administrative team will continue to monitor information provided from impacted parties on their symptoms and any subsequent diagnosis in order to determine appropriate next steps/actions. If there is a confirmed incident of illness or exposure, the Catalyst team will notify parents and families in the first 24 hours. In the event that an infection does occur and the school community must be notified, Catalyst will take all necessary measures to inform all stakeholders of necessary changes to the Health and Safety Plan within the first 48 hours of a confirmed case of COVID-19. Catalyst will utilize all established forms of community-wide communication to ensure the changes to the Health and Safety Plan are received including, but not limited to; phone calls; email messages; text messages; social media postings; website updates; Grade-level or Classroom-level town hall meetings. The School Nurse will, by the nature of their expertise and certification, have the requisite training to monitor student and staff health. Other staff members including Administrative staff and teaching staff will undergo online training provided by the World Health Organization on the topics of Infection Prevention and Control for Novel Coronavirus (COVID-19) and Health and Safety Briefing for Respiratory Diseases. Preparedness to implement will be determined by an online assessment provided by the WHO, marked by the conferral of a Record of Achievement certificate.

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)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>All scholars and staff members will have their temperature checked upon arrival into the building.</p> <p>Handwashing/hand sanitation will occur immediately upon entrance into the building.</p> <p>Staff members that take time off due to illness will outline specific symptoms and detail if they have had any prior contact with someone showing symptoms of COVID-19 prior to their return to work.</p>	<p>Same as Yellow.</p>	<p>Laura Lerand – Dean of Instruction</p>	<p>Hand Sanitizer stations for high-volume points (student morning entrance); individual classroom hand sanitizer supplies. Adequate sink soap dispenser supplies.</p> <p>Touchless thermometers</p>	<p>Y – Staff trained on hygiene practices and able to train students</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>The Nurses Station will be utilized to quarantine any member of the school community who shows signs of illness or demonstrates a history of exposure.</p> <p>The Nurses Station is a close-off section of the central office space with a separate entrance/exit that can be controlled by one adult.</p> <p>Scholars that show signs of illness or exposure will immediately have their parents contacted and a plan will be outlined on how to support the scholar getting home as quickly as possible with little to no interaction with other staff members. Absolutely no interaction with other scholars will be permitted.</p>	<p>Same as Yellow.</p>	<p>School Nurse</p>	<p>Other administrative staff may be called in to support as needed.</p>	<p>Y – Staff must be aware of how to handle supporting a scholar when they present potential illness and identify symptoms of potential illness in themselves and others.</p>

	Staff members that show signs of illness or exposure will be asked to self-quarantine at home until more information can be ascertained. The Administrative team will develop a plan of support to allow for a timely and “no-contact” exit from the building.				
* Returning isolated or quarantined staff, students, or visitors to school	<p>The return of school community members from isolation or quarantine will be predicated on the following criteria:</p> <ul style="list-style-type: none"> • Abatement of any signs of illness or symptoms of illness • A documented history of non-exposure • Minimum of 14 days in isolation/quarantine. <p>Upon return, school community members that have direct contact with the previously isolated or quarantined individuals will participate in a Community Circle on how to implement safety practices to support the learning environment.</p>	Same as Yellow.	<p>School Nurse</p> <p>Darren Gray – Principal</p> <p>Laura Lerand – Dean of Instruction</p> <p>Monica Cooper – Director of Scholars</p>	Proactive communication around the return of a previously isolated or quarantined individual will be coordinated by the Response Team.	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Staff and families will be notified of school closures and within-the-school-year changes in safety protocols through all typical channels of communication including, but not limited to:</p> <ul style="list-style-type: none"> • Phone Call 	Same as Yellow	<p>Brian Smith – CEO</p> <p>Darren Gray - Principal</p>	N/A	N

	<ul style="list-style-type: none"> • Email • Text Message • Social Media Blast • Website Updates • Grade-level/Classroom-level “Town Halls” <p>The public will be notified of school closures and within-the-school-year changes in safety protocols through the following channels including, but not limited to:</p> <ul style="list-style-type: none"> • Website Updates • Social Media 				
Other monitoring and screening practices	<p>The Catalyst Academy Community Advisor will monitor parent and family exposure history as a part of their usual parent and family check-ins.</p> <p>Impromptu temperature checks will be conducted as necessary to randomly assess current community health status.</p>	Same as Yellow	Myra Powell – Community Advisor	N/A	Y – Community Advisor receives development on how to incorporate exposure history check into traditional wellness check.

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:

Catalyst Academy requires that all staff wear either a Catalyst provided face shield, a protective mask, or both while working on campus. Catalyst students will be instructed to wear face masks or shields in accordance with current Dept of Health and Dept of Education guidelines. In order to protect staff and students of higher risk of severe illness, Catalyst will offer flexible support to aid in the work of teaching and learning. For students, Catalyst will provide options for a distance learning placement. In a distance learning placement, scholars will receive remote instruction through a combination of asynchronous and synchronous instruction throughout the school day. For faculty and staff at a higher risk of illness, Catalyst will provide a distance instruction/work from home option to allow faculty and staff to continue their work of supporting scholars on the path to college-, career-, and life-readiness. In this distance instruction/work from home option, faculty and staff will create, execute, and monitor the completion of online virtual lessons for their scholars with the support of an in-school staff member. This option allows for the continuance of high-quality instruction while keeping all members of our community healthy and safe. In order to continue high levels of instructional quality given the potential for staff illness, Catalyst will employ a system of “internal class coverages,” whereby faculty and staff will support the coverage of an ill colleague’s class load. The system of internal class coverage allows for the maintenance of consistency in instructional and behavioral expectations while minimizing the number of outside visitors. In the event of an extended illness, substitute procurement may be necessary; however, this should happen rarely. The aforementioned system of “internal class coverage” is also an example of strategic staff deployment. Thinking critically about how we utilize our staff in order to maintain all students access to quality learning is paramount. Additionally, AmeriCorps volunteers will be used in order to maintain smaller class sizes and support in maintaining social distance in the general education environment. These levels of support also extend to the social emotional wellbeing of our scholars as well. Reserved in our schedule is a time of day called Catalyst Community Time during which scholars receive direct instruction and support in social-emotional development. During this time, scholars come together with their class community under the guidance of their teacher to gain new skills in social-emotional development. Utilizing the PATHS curriculum, our scholars will experience high-quality learning experiences each day. In order to support the social wellbeing of scholars outside of

the school building, our Community Advisor will play a key role in supporting parents in assessing and identifying areas of need and support. From the initial assessment or identification, the Community Advisor will then work closely with other school faculty and staff to develop a plan to best support the scholar and their family more holistically.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Options for distance learning – placement of students in classroom</p> <p>Option for distance instruction/work from home for higher risk staff members.</p>	<p>Same as Yellow.</p>	<p>Darren Gray – Principal</p> <p>Carrie Potter-Murray – Director of Inclusive Learning</p>	<p>Potential at-home teaching resources for staff members to include:</p> <ul style="list-style-type: none"> ● Whiteboard/Easel ● Dry Erase Markers ● Tri-Pod Stand <p>Digital Backpack for scholars in distance learning setting to include:</p> <ul style="list-style-type: none"> ● iPad ● Set of writing utensils ● Access to electronic library ● Mini white board and dry erase markers 	<p>Y – Development for teachers and staff on how to execute effective distance learning through use of learning management system and best practices for virtual instruction.</p>
<p>* Use of face coverings (masks)</p>	<p>All staff will wear either a face mask or face shield.</p>	<p>Same as Yellow.</p>	<p>Laura Lerand – Dean of Instruction</p>	<p>Face shields for all staff members.</p>	<p>N</p>

or face shields) by all staff	Catalyst is providing each staff member with a face shield.				
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students will be instructed to wear face masks or shields in accordance with current Dept of Health and Dept of Education guidelines.	Same as Yellow.	Monica Cooper – Director of Scholars	N/A	N
Unique safety protocols for students with complex needs or other vulnerable individuals	Based on the assessment of individual needs of the scholar, and through collaboration with the parents and family, Catalyst will devise a specialized plan for students with complex needs or other vulnerable individuals.	Same as Yellow.	Carrie Potter-Murray – Director of Inclusive Learning	To be determined by the overall scope and design of the individualized plan.	Y – If plan is necessary for a student then staff members will need to know their role in executing the plan to support these individuals.
Strategic deployment of staff	AmeriCorps volunteers will be utilized to maintain smaller class sizes to support social distancing during general education classes. Additionally, all staff (including Administrative staff) will support in the monitoring and efficacy of handwashing and overall hygiene of scholars.	Same as Yellow.	Darren Gray - Principal	N/A	Y – Staff will be developed on internalizing their overall schedule and how they can best

					support instruction and safety throughout all parts of their day.
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Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, Sanitizing, Disinfecting,	Teachers/ School staff	Brian Smith (CEO)	During in-person PD workshops	Handouts	August 10	August 21
Ventilation	School Ops Team	Brian Smith (CEO) w/ maintenance vendor, HVAC vendor, and Lemington Properties (bldg owner)	In person - hands on demonstration	N/A	August 17	August 21
Social Distancing & Other Safety Protocols	Teachers & Other Staff	Darren Gray (Principal); Laura Lerand (Dean of Instruction)	During in-person PD workshops	Handouts	August 10	August 21
Monitoring Student and Staff Health	Teachers & Other Staff	School Nurse	During in-person PD workshops	Handouts	August 10	August 21

Other Considerations for Students and Staff	Teachers & Other Staff	Carrie Potter-Murray (Dir of Inclusive Learning)	During in-person PD workshops	Handouts	August 10	August 21
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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
Cleaning, Sanitizing, Disinfecting, and Ventilation	Parents/ Guardians/ Caregivers	Brian Smith (CEO)	Virtual town halls; emails;	July 2020 (Town Halls) August (emails with detailed procedures); follow-ups as needed	September 2020
Social Distancing & Other Safety Protocols	Parents/ Guardians/ Caregivers	Darren Gray (Principal)	Virtual town halls; emails;	July 2020 (Town Halls) August (emails with detailed procedures); follow-ups as needed	September 2020
Monitoring Student and Staff Health	Parents/ Guardians/ Caregivers	School Nurse	Virtual town halls; emails;	July 2020 (Town Halls) August (emails with detailed procedures); follow-ups as needed	September 2020
Other Considerations for Students and Staff	Parents/ Guardians/ Caregivers	Darren Gray (Principal)	Virtual town halls; emails;	July 2020 (Town Halls)	September 2020

				August (emails with detailed procedures); follow-ups as needed	
Communications with local and state health officials	ACHD, PA DoH, PDE	Brian Smith (CEO); School Nurse	briefings for school leaders and school health officials ad-hoc as questions or situations arise;	July 2020	ongoing

Health and Safety Plan Summary: Catalyst Academy Charter School

Anticipated Launch Date: August 24, 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>Our school building will be regularly cleaned with cleaning and disinfection supplies that comply with CDC requirements for COVID-19. We will work closely with our cleaning services provider to ensure compliance with these requirements. Our building is being renovated during the summer months under the guidance of a COVID-19 risk mitigation plan. This renovation includes replacing the HVAC system to include ventilation that is compliant with ASHRAE 60.1. to ensure above-standard levels of fresh air. The building will also be thoroughly cleaned and disinfected before the start of classes on August 24th. Our cleaning services provider will secure adequate supplies, but we will also provide supplementary supplies for staff (e.g. disinfecting wipes). Individual classroom surfaces will be cleaned and disinfected daily, and high-touch surfaces (e.g. door knobs) will be disinfected once during the day, and once at the end of the day. Students will remain in the same room for most of the day in dedicated desks to minimize the risk from shared surfaces. Any student desks that are used by more than one student in a day will be disinfected between classes. Students will be given individual supplies to the extent possible to minimize the sharing of materials.</p>

	<p>Ventilation systems will be monitored in accordance with manufacturer recommendations. All staff will be trained during our summer professional development workshops (four weeks prior to the start of our school year). The training will provide overall guidance from public health organizations as well as specifics on our plan for Catalyst Academy. Staff will be given opportunities to share their concerns, questions, and understanding so that the pandemic response team is able to gauge the preparedness of the organization. End of training session surveys will provide more data on the preparedness. Furthermore, staff will be coached “if you see something, say something”. In other words, if a staff member sees either non-compliance, gaps in our approach, or a potential issue, they should raise it with a member of the pandemic response team.</p>
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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 	<p>Classrooms at Catalyst Academy will be limited to a maximum of 18 students to ensure 6ft of distance between students. Our scholar “talent” classes (STEM, Phys Ed, Arts) may be held in the gym or cafetorium, which are much larger and can easily accommodate 6ft distance requirements. Students will be kept together in their cohorts of up to 18 students maximum throughout the day. Traditional communal spaces (gym, cafetorium) will not be used for large school-wide gatherings. As mentioned, they can be used for individual classes but lunch will be served in classrooms, and school-wide assemblies will not occur. When possible, we will leverage outside space for physical education and recess purposes.</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>Students and staff will be required to pass a temperature screening and sanitize their hands at the beginning of the day. Furthermore, additional hand washing and/or disinfecting will occur throughout the day at keep points (e.g. meals, bathroom breaks, transitions). Staff will be required to wear face shields and/or masks throughout the day. Students will be instructed to wear face masks or shields in accordance with current Dept of Health and Dept of Education guidelines. We will work with transportation providers to limit the number of kids disembarking from buses at one time so we can maintain proper distance as students go through the school entrance protocol. We serve K-1 in 2020-21 so there is not any variance based on age/grade. But we will be sensitive to the challenge young children may have learning and maintaining safety protocols. We will work to practice these protocols to make them part of their daily routine. Each student will be provided a supply kit to limit the sharing of materials. This will include writing instruments, notebooks/workbooks, etc. Signs will be posted in highly-visible areas (e.g. hallways) to promote healthy practices to limit the spread of COVID-19. We will provide training for school staff during our August professional development workshops. We will measure preparedness through both informal observation and staff surveys during professional development. We will also inform parents about our procedures and protocols and also provide opportunities to share suggestions, questions, and concerns.</p>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
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*** 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**

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

In order to maintain the safety of all members of our school community, Catalyst will implement an arrival procedure for staff and students in order to monitor symptoms before entering the building each day. No contact temperature checks will occur for any individual entering the building as well as the use of an anti-bacterial hand sanitizer before moving anywhere within the school building. Daily, during Catalyst Community Time, teachers will engage scholars in a short recap of how they are feeling both physically and emotionally to start the day. In addition to this information from scholars, information collected from the Community Advisor from parents and families will be utilized to assess over potential of exposure. Additionally, faculty and staff will take any parent interaction (phone call, email, text message, or in-person meeting) to inquiry about the overall well-being (both physical and mental) of the family and scholar. If there is a credible sign of potential illness or exposure, the Catalyst staff will act decisively to isolate or quarantine the impacted school community member. In the case of any school community member who must isolate or quarantine, they will be housed in the School Nurses Station, a private location with a controlled entry, in order to prevent the potential for further community spread. For students that need to isolate or quarantine, they will be moved to the School Nurses Station and a parent or family member will be called immediately, informed of the situation, and asked to come and pick-up the scholar. For faculty or staff members that need to isolate or quarantine, they will be asked to leave the campus and isolate or quarantine from home. The Administrative team will continue to monitor information provided from impacted parties on their symptoms and any subsequent diagnosis in order to determine appropriate next steps/actions. If there is a

	<p>confirmed incident of illness or exposure, the Catalyst team will notify parents and families in the first 24 hours. In the event that an infection does occur and the school community must be notified, Catalyst will take all necessary measures to inform all stakeholders of necessary changes to the Health and Safety Plan within the first 48 hours of a confirmed case of COVID-19. Catalyst will utilize all established forms of community-wide communication to ensure the changes to the Health and Safety Plan are received including, but not limited to; phone calls; email messages; text messages; social media postings; website updates; Grade-level or Classroom-level town hall meetings. The School Nurse will, by the nature of their expertise and certification, have the requisite training to monitor student and staff health. Other staff members including Administrative staff and teaching staff will undergo online training provided by the World Health Organization on the topics of Infection Prevention and Control for Novel Coronavirus (COVID-19) and Health and Safety Briefing for Respiratory Diseases. Preparedness to implement will be determined by an online assessment provided by the WHO, marked by the conferral of a Record of Achievement certificate.</p>
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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>Catalyst Academy requires that all staff wear either a Catalyst provided face shield, a protective mask, or both while working on campus. Students will be instructed to wear face masks or shields in accordance with current Dept of Health and Dept of Education guidelines. In order to protect staff and students of</p>

*** Use of face coverings (masks or face shields) by older students (as appropriate)**

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

Strategic deployment of staff

higher risk of severe illness, Catalyst will offer flexible supports to aid in the work of teaching and learning. For students, Catalyst will provide options for a distance learning placement. In a distance learning placement, scholars will receive remote instruction through a combination of asynchronous and synchronous instruction throughout the school day. For faculty and staff at a higher risk of illness, Catalyst will provide a distance instruction/work from home option to allow faculty and staff to continue their work of supporting scholars on the path to college-, career-, and life-readiness. In this distance instruction/work from home option, faculty and staff will create, execute, and monitor the completion of online virtual lessons for their scholars with the support of an in-school staff member. This option allows for the continuance of high-quality instruction while keeping all members of our community healthy and safe. In order to continue high levels of instructional quality given the potential for staff illness, Catalyst will employ a system of “internal class coverages,” whereby faculty and staff will support the coverage of an ill colleague’s class load. The system of internal class coverage allows for the maintenance of consistency in instructional and behavioral expectations while minimizing the number of outside visitors. In the event of an extended illness, substitute procurement may be necessary; however, this should happen rarely. The aforementioned system of “internal class coverage” is also an example of strategic staff deployment. Thinking critically about how we utilize our staff in order to maintain all students access to quality learning is paramount. Additionally, AmeriCorps volunteers will be used in order to maintain smaller class sizes and support in maintaining social distance in the general education environment. These levels of support also extend to

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Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Catalyst Academy Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on July 7th, 2020.

The plan was approved by a vote of:

 6 Yes

 0 No

Affirmed on:

By: 7/27/20



(Signature* of Board President)

Rachel Amankulor

(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.