



Phased School Reopening Health and Safety Plan

JusticeWorks YouthCare – Compass Academy Lycoming AEDY

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: **Compass Academy Lycoming**

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?

- 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): 9/1/2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Ian Nutt	Regional Director	Both
Jeff Ralph	Regional Director	Both
Rebekah Smith	Human Resources Director	Both

Matt Davin	CFO	Both
Deenie Keeler	Director, Community Based Services	Crisis Response Team
Zachary Sloan	Regular Education Teacher	Crisis Response Team
Patricia Cioffi	Special Education Teacher	Crisis 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? **St. Ann's church has deep cleaned the building and continue to do so on a weekly basis. The JusticeWorks' team has also deep cleaned and sanitized the building during the two weeks prior to the 9/1/20 start date. Individual teachers are responsible for also cleaning the entirety of their classrooms daily.**
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)? **JusticeWorks will utilize company assets to procure sanitizer and disinfectant as needed to clean all surfaces. JusticeWorks will collaborate with the building owner, St. Ann's church, to ensure all supplies are on-site, as needed. Regional Directors have purchased necessary cleaning supplies prior to the start of the school year. We will have a checklist and ensure adequate supplies are onsite weekly.**
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? **Daily cleaning of student and teacher surfaces will occur at the end of each period. Student gym equipment will be cleaned after each use. Door knobs, light switches and handles will be cleaned multiple times during the day, along with other high-touch areas. Sanitizer will be available at entrance and exits, in the gym, in each classroom and outside restrooms. Ventilation will occur every day through the AC units and ceiling fans remain in operation throughout the day. Doors and windows will be opened where possible. St. Ann's and JusticeWorks will contract with a cleaning company to conduct professional deep cleaning throughout the school 3-4 times per month. JusticeWorks staff will thoroughly clean the building every Wednesday.**
- What protocols will you put in place to clean and disinfect throughout an individual school day? **See above.**
- 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? **All staff will be trained on the current CDC cleaning and disinfecting guidelines, in-person during in-service occurring between 8/10-8/31/2020. Signs will be posted throughout the building to serve as a reminder. Staff will conduct the cleaning process and a Supervisor will determine proficiency prior to the start of the school year. Twice monthly staff meetings will include a review of the cleaning processes along with a Director's inspection of building/classroom cleaning and overall cleanliness.**
- **Summary of Responses to Key Questions: See text in red above.**

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>All student and teacher desks sanitized 2x daily or more as needed. All door knobs, handles and light switches disinfected daily. High touch areas will be attended to as often as needed.</p> <p>Excess Furniture removed from classrooms.</p> <p>Communal equipment – computers, gym equipment etc disinfected after each use</p> <p>Classroom doors and windows open for ventilation where possible, fans remain on, AC unit on or windows open</p> <p>JWYC van will be sanitized after each transport with sanitizing spray and mist. Additional masks will be on the van as well as gloves. Windows will be open when permissible for ventilation.</p>	<p>All student and teacher desks sanitized 2x daily or more as needed. All door knobs, handles and light switches disinfected daily. High touch areas will be attended to as often as needed.</p> <p>Excess furniture removed from classrooms.</p> <p>Communal equipment – computers, gym equipment etc disinfected after each use</p> <p>Classroom doors and windows open for ventilation where possible, fans remain on, AC unit on or windows open</p> <p>JWYC van will be sanitized after each transport with sanitizing spray and mist. Additional masks will be on the van as well as gloves. Windows will be open when permissible for ventilation</p>	<p>Ian Nutt, Regional Director</p> <p>Deenie Keeler, Director</p>	<p>CDC cleaning guidelines, disinfectant chemicals and supplies, training on protocol and expectations prior to start of school year</p>	<p>Yes.</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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>Contracted deep cleaning 3-4 times per month by an outside agency</p> <p>Full staff cleaning of building every Wednesday</p> <p>Teacher end of day cleaning of each classroom</p> <p>BI end of day cleaning of common rooms and spaces</p>	<p>Contracted deep cleaning 3-4 times per month by an outside agency</p> <p>Full staff cleaning of building every Wednesday</p> <p>Teacher end of day cleaning of each classroom</p> <p>BI end of day cleaning of common rooms and spaces</p>	<p>Best Impressions (subject to change)</p> <p>All staff</p> <p>Teachers</p> <p>Behavioral Interventionists</p>	<p>Cleaning supplies purchased, cleaning company, training prior to the start of the school year and ongoing as needed</p>	No

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread? **Student and teacher workspaces will be arranged 6 feet apart and everyone is trained/encouraged to socially distance throughout the course of the day. Students will remain with their same classroom, as much as possible, to limit exposure to/from other students. They will transition classrooms while socially distancing. Student personal items and desks will be wiped down with disinfectant throughout the course of the day.**
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? **See above.**
- What policies and procedures will govern use of other communal spaces within the school building? **Class switches will occur while socially distancing in separate groups, one group on one side of the hallway, one group on another. Bathroom will be one student at a time with expectations surrounding appropriate hygiene and touching of common surfaces. Meals will occur in classrooms or at tables where students can be spread into designated seats 6 feet apart. During time in the gym students will required to maintain space and distance and will follow guidelines for physical activity.**

- How will you utilize outdoor space to help meet social distancing needs? Pending weather, teachers will have the option to teach their classes outside. Gym and free time may also be conducted outdoors when appropriate. Group events such as fire drills will be more spread out in designated spots.
- What hygiene routines will be implemented throughout the school day? Education will occur on handwashing and will be encouraged by teachers and staff at each meal and restroom break along with following gym class. Hand sanitizer will be available upon entry/exit, in each classroom and in common areas.
- How will you adjust student transportation to meet social distancing requirements? JusticeWorks will support protocol in place for district transportation. Where possible, Compass Academy will enforce a seating chart to ensure appropriate social distancing. If Compass staff must transport students in personal vehicles, students and staff will wear a mask during the entire car ride. Windows will remain open weather permitting. Student will sit in the backseat opposite of the driver. If a larger vehicle such as a company van is used – students will seat one per row and wear masks. Vehicles will be sanitized after each use. Additional masks and gloves will be located in vehicles. If students are being picked up for school, a thermometer will be in the vehicle to take student temperature. If the student has a temperature of 100.4 or above, they will not be permitted on the vehicle.
- What visitor and volunteer policies will you implement to mitigate spread? Whenever possible visits from outside entities will be discouraged. Meetings will be attempted via platforms such as zoom or via telephone. Important face-to-face meetings may still need to occur. The visitor will have temperature taken and will be encouraged to use sanitizer upon entry to the building. Visitors will be required to wear a mask until reaching their destination and 6 feet social distancing can occur.
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? No as we serve a 6-12th population only.
- 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? Compass Academy will train all staff on the current protocols, in-person during in-service occurring between 8/10-8/31/2020. Staff will verbally participate during the training. If staff appear to not comprehend the training or protocol, they will receive additional individual support and attention on this matter.

Summary of Responses to Key Questions: See answers above in red.

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>Student and staff desks and workspaces will be arranged 6 feet apart. Desks will face in one direction.</p> <p>Excess furniture will be removed from rooms if needed for more space</p>	<p>Student and staff desks and workspaces will be arranged 6 feet apart. Desks will face in one direction.</p>	<p>Ian Nutt – Regional Director</p> <p>Deenie Keeler – Director</p> <p>Teachers</p>	<p>School training from 8/10/20-8/31/20</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>Students will eat lunch in classroom or at tables near classrooms or outside that allow for a 6 feet social distance.</p> <p>We will limit the number of students in large group events.</p> <p>Large groups will not be permitted unless the activity occurs outdoors and social distancing is observed.</p>	<p>Students will eat lunch in classroom or at tables near classrooms or outside that allow for a 6 feet social distance.</p> <p>We will limit the number of students in large group events.</p> <p>Large groups will not be permitted unless the activity occurs outdoors and social distancing is observed.</p>	<p>Ian Nutt, Deenie Keeler</p> <p>Teachers, Behavior Interventionists</p>	<p>NA</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	Education on handwashing and hygiene will occur during the first two days of school. Handwashing time will be designated with bathroom breaks. Sanitizer will be available and encouraged at designated times. Handwashing techniques will be posted visually.	Education on handwashing and hygiene will occur during the first two days of school. Handwashing time will be designated with bathroom breaks. Sanitizer will be available and encouraged at designated times. Handwashing techniques will be posted visually.	Ian Nutt	CDC signage, Day 1 and 2 school training, hand sanitizer	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Handwashing techniques will be posted visually. Sanitizing stations and instructions posted in classes; throughout common areas and at the entryways. Safety Expectations will be posted near the appropriate location.	Handwashing techniques will be posted visually. Sanitizing stations and instructions posted in classes; throughout common areas and at the entryways. Safety Expectations will be posted near the appropriate location.	Ian Nutt	CDC signage, Safety Expectations posted	Y
* Identifying and restricting non-essential visitors and volunteers	Doors will be locked from the outside to visitors as normal. Visitation will be extremely limited. Parents/Guardians will be able to pickup student outside of doors. Meetings will occur remotely where possible.	Doors will be locked from the outside to visitors as normal. Visitation will be extremely limited. Parents/Guardians will be able to pickup student outside of doors. Meetings will occur remotely where possible.	Ian Nutt	Communicate with districts, stakeholders	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)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>CDC guidelines will be followed for gym activities. Equipment will be sanitized after each individual use. Students will sanitize or wash upon entry/exit.</p> <p>Outside activities weather permitting</p> <p>Physical activities that promote social distancing/individual sports</p>	<p>CDC guidelines will be followed for gym activities. Equipment will be sanitized after each individual use. Students will sanitize or wash upon entry/exit.</p> <p>Outside activities weather permitting</p> <p>Physical activities that promote social distancing/individual sports</p>	<p>Behavior Interventionists, Teachers</p>	<p>Staff training prior to start of school year. Ongoing support and training as needed during staff meetings.</p>	<p>N</p>
<p>Limiting the sharing of materials among students</p>	<p>Staff will pass out any materials. Students will be given their own instruments to write with not from a communal area. Assigned desks. Computers with keyboards will be wiped with each use.</p> <p>Each student will have their own writing materials at their own desk.</p>	<p>Staff will pass out any materials. Students will be given their own instruments to write with not from a communal area. Assigned desks. Computers with keyboards will be wiped with each use.</p> <p>Each student will have their own writing materials at their own desk.</p>	<p>Teachers</p>	<p>Training with staff complete prior to start of school year</p>	<p>No.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Staggering the use of communal spaces and hallways</p>	<p>Bathroom usage one at a time. Students will socially distance while in the hallways during classroom transitions. This transition will be under 30 seconds.</p> <p>Students will not be permitted to congregate in communal areas but will socially distance primarily with the same class group throughout the course of the day.</p>	<p>Bathroom usage one at a time. Students will socially distance while in the hallways during classroom transitions. This transition will be under 30 seconds.</p> <p>Students will not be permitted to congregate in communal areas but will socially distance primarily with the same class group throughout the course of the day.</p>	<p>Ian Nutt Teachers, BIs</p>	<p>Training prior to the start of the school year.</p>	<p>No.</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)
Adjusting transportation schedules and practices to create social distance between students	<p>Districts traditionally stagger pick up and drop offs. Safety Expectations have been developed for student arrival and entrance into our building.</p> <p>Our personal vehicle Safety Expectations have been established.</p> <p>For WASD students, we will ride the bus to enforce social distancing. We will also have a pre-screening process for onboarding the bus, which mirrors our start of day process.</p>	<p>Districts traditionally stagger pick up and drop offs. Safety Expectations have been developed for student arrival and entrance into our building.</p> <p>Our personal vehicle Safety Expectations have been established.</p> <p>For WASD students, we will ride the bus to enforce social distancing. We will also have a pre-screening process for onboarding the bus, which mirrors our start of day process.</p>	<p>Ian Nutt</p> <p>Teachers, Behavioral Interventionists</p>	<p>Training prior to the start of the school year. Communication with the districts.</p>	<p>No</p>
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Classroom sizes will be under 10. Students have adequate room to socially distance over 6 feet. Students will remain with the same class for the majority of each day.</p>	<p>Classroom sizes will be under 10. Students have adequate room to socially distance over 6 feet. Students will remain with the same class for the majority of each day.</p>	<p>Ian Nutt</p> <p>Teachers</p>	<p>Training prior to the start of the school year</p>	<p>No</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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Staff schedules may be modified to adjust to various pick up and drop off scenarios. Outside agency workers will have access to our health and safety plan and all information via website	Staff schedules may be modified to adjust to various pick up and drop off scenarios. Outside agency workers will have access to our health and safety plan and all information via website	Ian Nutt	None	No
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? **Staff will encourage students and staff to stay home if they are feeling ill or have temperatures. Staff will monitor students and themselves for signs of illness. Staff will isolate students with symptoms and will notify parents/guardians to pick up students if needed. Temperature checks will be daily, upon arrival, along with pre-screening questions.**
- 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)? **Students will be monitored for temperature and asked pre-screening questions upon entry to the building and parents will be encouraged to report symptoms that a student may exhibit at home. Monitoring will take place routinely**

throughout the day by teachers and behavioral staff. They may call the program director or designated staff to report any symptoms.

- 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? The student or staff will be isolated in the building until a parent or guardian can arrive to provide transportation home. Staff can transport themselves home if needed. The isolation room will be thoroughly disinfected after use. The staff or student will be asked to seek medical direction from their personal care physician before returning. They will remain home in self quarantine until the results of their Covid test returns negative (if tested), for 14 days, or until approved to return as indicated by a doctor.
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? The regional director and human resources director.
- 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? Students must be symptom free and have no fever without fever-reducing medication for at least 72 hours. A doctor note will need to be provided for return. Staff will be given the opportunity to return to work in an isolated setting if able.

State guidelines:

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under ALL the following conditions:

After 10 days from the onset of symptoms, (AND) Resolution of symptoms without the use of fever-reducing medications for the previous 72 hours (AND) Improvement in respiratory symptoms (e.g., cough, shortness of breath) (AND) Minimum 10 days from the onset of initial symptoms (AND) With verification from physician / primary care provider of contact and treatment order.

- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return? Staff will attempt to counsel students on the benefits of returning and the safety measures put in place to help ease discomfort. Staff can, where possible, provide space within our school to receive academic support and even further limit the student exposure to others. Ultimately, Compass Academy will provide an alternate remote option for students who feel more comfortable with this option if needed and requested.
- 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? Families will be notified via telephone if another student or staff in his/her class tested positive for Covid, although identifying information will not be provided. Updates to the Health and Safety Plan will be posted on our company website.

- 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? **Compass Academy will train all staff on the current protocols, in-person during in-service occurring between 8/10-8/31/2020. Staff will be observed for comprehension during this training. If they do not demonstrate competency, they will be provided additional individual training.**

Summary of Responses to Key Questions: See answers above in red.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Student and staff temperatures will be screened upon entering the building. If the temperature is above 100.4*, the person will be taken aside away from others, and the temperature will be taken several minutes later. If the temperature remains above 100.4* after 3 additional attempts, the person will not be permitted to continue into the building, asked to call his/her primary care physician.</p> <p>All students will be asked pre-screening questions prior to admittance into the building.</p> <p>Student overall health will be monitored by all staff throughout the course of the day. Additional screening will take place if symptoms are evident.</p>	<p>Student and staff temperatures will be screened upon entering the building. If the temperature is above 100.4*, the person will be taken aside away from others, and the temperature will be taken several minutes later. If the temperature remains above 100.4* after 3 additional attempts, the person will not be permitted to continue into the building, asked to call his/her primary care physician.</p> <p>All students will be asked pre-screening questions prior to admittance into the building.</p> <p>Student overall health will be monitored by all staff throughout the course of the day. Additional screening will take place if symptoms are evident.</p>	<p>Ian Nutt</p> <p>Pre-screening staff</p> <p>All staff</p>	<p>Thermometers, screening questions, training on admittance protocol prior to the start of the school year</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)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students and staff will be isolated in designated quarantine area in the gym or an office if exhibiting symptoms and/or will be sent home as immediately as possible, as transported by an approved family member.</p> <p>Any person showing symptoms will be sent home and asked to call his/her primary care physician and will need to present a doctor note of negative test prior to return to school.</p> <p>If symptoms are present at home, staff and students should not report to school that day.</p>	<p>Students and staff will be isolated in designated quarantine area in the gym or an office if exhibiting symptoms and/or will be sent home as immediately as possible, as transported by an approved family member.</p> <p>Any person showing symptoms will be sent home and asked to call his/her primary care physician and will need to present a doctor note of negative test prior to return to school.</p> <p>If symptoms are present at home, staff and students should not report to school that day.</p>	<p>Ian Nutt</p> <p>Deenie Keeler</p> <p>All staff</p>	<p>Training prior to the start of the school year</p>	<p>N</p>

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under ALL the following conditions:</p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under ALL the following conditions:</p>	<p>Ian Nutt Deenie Keeler All staff</p>	<p>Primary care physician consultation</p>	<p>Y</p>
	<p>After 10 days from the onset of symptoms, (AND) Resolution of symptoms without the use of fever reducing medications for the previous 72 hours (AND) Improvement in respiratory symptoms (e.g., cough, shortness of breath) (AND) Minimum 10 days from the onset of initial symptoms (AND) With verification from physician / primary care provider of contact and treatment order.</p>	<p>After 10 days from the onset of symptoms, (AND) Resolution of symptoms without the use of fever reducing medications for the previous 72 hours (AND) Improvement in respiratory symptoms (e.g., cough, shortness of breath) (AND) Minimum 10 days from the onset of initial symptoms (AND) With verification from physician / primary care provider of contact and treatment order.</p>			
	<p>Staff will use established protocols and interventions to catch up with students who missed school. Staff will work remotely if possible when being sent home.</p>	<p>Staff will use established protocols and interventions to catch up with students who missed school. Staff will work remotely if possible when being sent home.</p>			
	<p>A cleared physician's note or negative test will be required to return.</p>	<p>A cleared physician's note or negative test will be required to return.</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)
	Materials for remote learning will be used to provide resources to students who are not able to be present.	Materials for remote learning will be used to provide resources to students who are not able to be present.			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Staff and families will be notified as immediately as possible through phone calls to parents and emails and/or phone calls to the district. If protocols are changed, there will be notes in the Health and Safety Plan and updated on our website.	Staff and families will be notified as immediately as possible through phone calls to parents and emails and/or phone calls to the district. If protocols are changed, there will be notes in the Health and Safety Plan and updated on our website.	Ian Nutt Homeroom Teachers	None	N
Other monitoring and screening practices	Staff will monitor themselves, co-workers and students for symptoms.	Staff will monitor themselves, co-workers and students for symptoms.	All	None	Y

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students? **Staff will wear a mask or face covering throughout their time with students. Students will wear a mask at all times when entering the building, walking in hallways, and within the in classrooms. Students may remove masks at meal times and during designated breaks given by the staff persons, but they must social distance during these times.**

- What special protocols will you implement to protect students and staff at higher risk for severe illness? Higher risk students and staff may present a doctor's note with increased direction for interaction expectations. Compass has options for increased remote learning options on and offsite where appropriate.
- How will you ensure enough substitute teachers are prepared in the event of staff illness? JusticeWorks will identify individuals within the organization who can help fill in the classroom and in behavior roles should a staff be out for an extended timeframe. Compass is currently staffed with low student to staff ratios which will support transitions. Community based staff are also trained and available as substitutes.
- 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? Counseling staff will be available onsite and remotely. Students will have access to LEA resources as coordinated between JusticeWorks and the LEA. Outside providers will be permitted to work with students in a designated area after they are cleared through the admittance process. Social-emotional resources will be sent home to parents.

Summary of Responses to Key Questions: Answers in red above.

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>Staff and students will wear masks/face shields/face coverings during the school day unless during meals or mask breaks.</p> <p>Preferred seating with more distance for students with conditions.</p> <p>Allowing for students to choose a remote option</p> <p>Allowing students more individual learning/isolation if needed</p>	<p>Staff and students will wear masks/face shields/face coverings during the school day unless during meals or mask breaks.</p> <p>Preferred seating with more distance for students with conditions.</p> <p>Allowing for students to choose a remote option</p> <p>Allowing students more individual learning/isolation if needed</p>	<p>Ian Nutt</p> <p>Homeroom Teachers</p>	<p>PPE</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Staff and students wear masks/face shields/face coverings during all school sponsored activities.</p>	<p>Staff and students will wear masks/face shields/face coverings daily during all school sponsored activities.</p>	<p>Ian Nutt</p> <p>Onsite Staff</p>	<p>PPE</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Same as above</p>	<p>Same as above</p>	<p>Ian Nutt</p> <p>Onsite Staff</p>	<p>PPE</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)
Unique safety protocols for students with complex needs or other vulnerable individuals	PPE will be provided to staff and students Staff will be trained on any student with complex health needs Additional social distancing provided as needed Counseling available	PPE will be provided to staff and students Staff will be trained on any student with complex health needs Additional social distancing provided as needed Counseling available	Ian Nutt	SCM resources	Y
Strategic deployment of staff	Try to keep staff as safe as possible as substitutes are limited. Train additional staff from the company to be able to help in emergency situations.	Try to keep staff as safe as possible as substitutes are limited. Train additional staff from the company to be able to help in emergency situations.	Ian Nutt	None	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
CDC guidelines for cleaning and disinfecting and hygiene practices	All staff at Compass	Ian Nutt - Director	In-person	In-person Training	8/10	8/31 (but also ongoing during bi-weekly Wednesday staff meeting)
Compass Academy Health and Safety Plan	All Compass Staff	Ian Nutt - Director	In-person	Printed materials to distribute	8/10	8/31 (but also ongoing during bi-weekly Wednesday staff meeting)

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
JusticeWorks YouthCare policy and procedure updates regarding COVID	All Compass Staff	Ian Nutt - Director	In-person	Policy updates	8/10	8/31 (but also ongoing during bi-weekly Wednesday staff meeting)
COVID mental health awareness	All Compass Staff	Ian Nutt - Director	In-person	Mental health materials	"	Ongoing
Infection Prevention and Control (IPC) for novel coronavirus (COVID-19) WHO online training	All Compass Staff	Ian Nutt - Director	Online		8/10	8/31
Remote learning	All staff	Zack Sloan - Teacher	In-person		8/10	8/31
Students with special needs	All staff	Ian Nutt - Director	In-Person		8/10	8/31

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
Changes in Health and Safety Plan	Staff/Stakeholders	Ian Nutt	In-person, email, phone	8/26	
Changes in Health and Safety Plan	Parent/Guardian	Designated staff	Email, phone	8/26	
Identify family resources	Parent/Guardian	Designated staff	Email, phone	8/26	
Identify additional emergency contacts for each student	Parent/Guardian	Designated Staff	Email, phone	8/26	
Train students and parent/guardians in online systems (ThinkWave)	Parents/Students	Teachers	ThinkWave	8/26	
Technology Survey	Parents/Guardians	Designated Staff	Email, phone	8/26	

Health and Safety Plan Summary: **Compass Academy Schuylkill**

Anticipated Launch Date: **9/1/20**

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>Contracted professional deep cleaning 3x per month.</p> <p>Fans circulating, A/C or windows open</p> <p>Daily cleaning of student/staff work spaces, handles, knobs and switches. Daily cleaning of communal areas. Daily cleaning of sporting equipment for gym classes.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Students and teacher workspaces will be 6 feet apart</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Student transitions will be limited. Teachers may teach more than 1 subject or teachers may rotate rather than students.</p> <p>Limited movement throughout the building.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Staggered drop off/pick up times</p> <p>Signs posted on hand sanitizing stations and proper hand washing techniques. Students will be educated on hygiene and handwashing during life skills classes.</p> <p>Gym classes will follow CDC guidelines to social distance and will be outside if weather permits</p>
<p>Limiting the sharing of materials among students</p>	<p>Limited paper passing or sharing of supplies. Students will be given their own pencils/art materials. Computer activities encouraged</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Computers cleaned after use</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Limited number of students in a room to social distance at 6 feet</p>

Requirement(s)	Strategies, Policies and Procedures
<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>Staff will be flexible with start and end times of day to accommodate transportation. At this time, the calendar will remain the same. If a remote option is explored, hours will be more flexible.</p> <p>Bathroom usage one student at a time</p> <p>Staff will provide additional cleaning throughout the day as needed.</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>Staff and student daily self-assessment prior to leaving for school.</p> <p>Students and staff will be closely monitored for symptoms</p> <p>Temperature will be taken upon arrival of staff and students. Anyone exhibiting a temp above 100.4 will be isolated and sent home.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Visitors will be limited if at all and when possible meetings and services will be conducted via zoom or another platform.</p> <p>Compass staff will notify parents/guardians and staff via phone, email, in-person and/or via our website of any changes to the health and safety plan or school closures.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Student will provide a doctor note if they cannot comply with the mask requirement due to a previously documented illness</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Remote option is available for students choosing to remain home.</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Face masks will be worn by staff and students during school time (including transport) except during meal times and provided mask breaks</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Staff will be trained in SCM (emergency physical interventions) best practice as related to COVID</p>

Requirement(s)	Strategies, Policies and Procedures
Strategic deployment of staff	Additional resources will be identified to help cover classes and behavioral duties if staff become ill or are unable to work due to COVID exposure. Remote resources for staff and students will be available if needed to work/complete assignments from home.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Compass Academy Lycoming** reviewed and approved the Phased School Reopening Health and Safety Plan on **7/30/2020**

The plan was approved by a vote of:

Yes

No

Affirmed on: **8/6/2020**

By:

Matt Davin CFO/ Rebekah Smith Human Resources Director

(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.