



Phased School Reopening Health and Safety Plan Template

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

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

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

Health and Safety Plan: Tidioute Community 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

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).

- Scaffolder 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, scaffolder, or total reopening):

START DATE is June 10th, 2021. ADD RESPONSES TO ABOVE QUESTIONS: FOUR ABOVE QUESTION

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, and 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 (Option above)
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Dr. Douglas Allen	TCCS Board and Overall Community	Coordinator of Group/ Information Coordinator/ PDE Liaison
Ms. Susan Shiley	TCCS Students and Staff	School Nurse – CDC Regulations Monitor
Mr. Tony Shirey	Student Transportation	Transportation/Arrival-Dismissal Coordinator
Ms. Melissa Mahaney	Student Schedules – Teacher Schedules – Curriculum Regulations	Schedule Coordinator/Credit Monitor/Student Services, Coord./Daily Schedules/Aides Coord.
Ms. Maggie McMahon	IEP/504 Students and Teachers Special Ed. Students – IU5 Staff	Special Ed. Regulations, 504 Needs, Compliance/student health and welfare –IU5 liaison
Ryan Guerra	TCCS Students and Staff	Daily Cleaning Efforts – Compliance/Athletic Management/Teachers’ Performance/Compliance/Students Compliance Management
Ryan Steffan	TCCS Students and Staff	Daily Cleaning Efforts – Compliance/Athletic Management/Teachers’ Performance/Compliance/Students Compliance Management
Heather Cass/Ashley Nansen	Parents	Communicate with Parents
Jen Leofsky – Brandi	Nutrition – Food Service Activity	Compliance – Food Safety
Tedd Sudul	Director of Maintenance	Covid Supplies/Cleaning Schedule/Compliance CDC
John Linden	Consultant on Compliance with Charter Laws during Covid	Policy consultant – Grant monitor
Rich Winkler	Solicitor TCCS	Legal counsel for TCCS
Kelly MacDonald	Mental Health Therapist	Student – Staff Mental Health - Welfare

Teacher Representative on Return Plan – Kelly McKean

TCCS Board Liaison for Covid-19 Plan – Ivorie Fors

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.
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- **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 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? *TCCS has employed a temporary employee from Kelly Services, 8 hours a day that will follow CDC recommendations for cleaning schools.*

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? *TCCS will follow the CDC recommendations.*
- What protocols will you put in place to clean and disinfect throughout an individual school day? *All members of our cleaning team will be provided with cleaning solutions and disinfectant approve by EPA. And will be provided with a specific cleaning schedule on what and when to clean.*
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? *Tedd Sudul and his team.* When and how will the training be provided? How will preparedness to implement as a result of the training be measured? *We have hired a consultant from Clean Smart Inc. They are coming on the second week of July to access our school and assist us in creating and implementing an efficient cleaning and sanitizing program that we can implement with our TCCS cleaning team before school starts; Covid cases will not exists in our school but we will also measure our preparedness with our Head of Maintenance (Ted Sudul) as he will inspect areas being cleaned as well as the performance of his cleaning team. J*
- *June 9, 2021 - (Revision): Summer School will begin on June 22, 2021 – 6-8 rooms utilized and cleaned with the same operational procedure as followed throughout the 2020-2021 school year.*

Summary of Responses to Key Questions

Requirements	Action steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports needed	PD Required (Y/N)
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students. (ie., restrooms, drinking fountains, hallways and transportation		Cleaning rooms daily. Open windows with screens as weather permits and fans for ventilation. We have AC units in all rooms to circulate air. Every student will have an access to disposable cups. Students will fill from three sanitized bottle fill	Ted Sudul – Sanitation Ryan Steffan – Sanitation Coordinator Tony Shirey – Transportation Ryan Guerra – Transition Times	Cleaning supplies, masks, gloves, shields. CDC required notifications for the building. Cleaning schedules posted	Y

		stations. Restrooms will have a limited number of students that can use at any one time.			
Other cleaning, sanitizing, disinfecting, and ventilation practices		Ionizers and AC units for class rooms and halls	Ryan Steffan	Consider portable air purifiers	

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread? *All rooms in building that will be populated according to CDC regulation. See Attached sheet for new room assignments*
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? *Students will only be placed in rooms that allow that number of students. Students will be organized so they will not come in contact with each other. IDEA laws will be enacted. Students will be grouped by grade. Areas will be sanitized after each group.*

- What policies and procedures will govern use of other communal spaces within the school building? *Anytime students are outside their room they will maintain CDC recommendations on social distancing and mask wearing.*
- How will you utilize outdoor space to help meet social distancing needs? *When weather permits, we will allow teachers to utilize outside areas.*
- What hygiene routines will be implemented throughout the school day? *Students will be asked to wash their hands frequently. The nurse will be conducting hygiene orientation to all classrooms at the beginning of the school year that are based on Covid measures. She will be discussing proper use of facemasks and proper hand washing as well as other necessary hygiene routines.*
- How will you adjust student transportation to meet social distancing requirements? *A committee will work on schedules and entrance/exit procedures.*
- What visitor and volunteer policies will you implement to mitigate spread? *These policies will be developed prior to August 17th. Initially we intend to screen visitors with CDC questions and the number of volunteers will be limited.*
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? *Not at this time. All students are treated equally. If a student with an IEP or 504 and has to be 6 feet apart, a meeting will be made with the parent or guardian to follow the CDC guidelines.*
- 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? *Every employee, consultant, IU contracted employee, CYS and any other organization that work with TCCS students will be trained*

Summary of Responses to Key Questions:

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)
Classroom/learning space occupancy that allows safe distancing in accordance with CDC recommendations when space permits. of separation among students and staff throughout the day, to the maximum extent feasible		<p>Provide markings on floor in accordance to CDC recommendations.</p> <p>(Revision): Due to summer maintenance students will have distances cues on the walls to prepare floors for cleaning procedures.</p> <p>Within the classroom students will be assigned a desk and chair that they will maintain throughout the year.</p>	Melissa Mahaney-scheduling Ryan Guerra – Scheduling	Blue painters' tape or alternative tape that is non marking	No
Limiting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms		Meals will be eaten in the classrooms for both breakfast and lunch. Attached is the lunch schedule	Melissa Mahaney Ryan Guerra	Extra garbage cans.	no
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices		Elementary classrooms have sinks that students can use. We also have hand sanitizer dispensers located throughout the building. Middle and High school-some classrooms have sinks. Students can also use restroom sinks as needed for hand hygiene.	Ryan Steffan – Coordinator Tedd Sudul	Soap and cleaning supplies Signage	
Posting signs in highly visible locations that promote everyday protective measures, and how to stop the spread of germs		We will order stickers for the floors for spacing, wall signs to remind people to maintain their CDC recommended distance. Also add additional signage on handwashing. Limit the number of people in a specific in each area at a certain time	Ryan Steffan	Signs	

		with signs reminding students of these limitations.			
Identifying and restricting non-essential visitors and volunteers		Visitors will be held in a front lobby area to take temperature and security check. Only people that have a purpose will be allowed in the building.	Doug Allen	Door signs designated visitor entrance	
Handling sporting activities for recess and physical education classes consistent with CDC Consideration for Youth Sports		Sanitation of PE material and spacing requirement. The athletic director has a plan that will be presented separately to our Board of Trustees. Our emphasis will be on CDC recommendations as well as disinfectant of areas	Ryan Guerra Ryan Steffan	Cleaning Materials	
Limiting the sharing of materials among students		Each Student has their own materials (Chromebook, iPad, textbook)	Melissa Mahaney Ryan Guerra	Cleaning supplies, cleaning procedures for technology	
Using CDC recommendations and guidelines, when possible, in the communal spaces and hallways		Student will still use CDC recommendations	Ryan Guerra Ryan Steffan	Signage	
Adjusting transportation schedules and practices to create social distance between students		Transportation will be coordinated with our three districts following IDEA regulations and CDC rules	Tony Shirey	Cleaning materials	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students		Rooms will be assigned according to the number of students to make sure max occupancy of each space is taken into consideration.	Melissa Mahaney Ryan Guerra	Signs on the outside of each room displaying the max occupancy in each room	no
Coordinating with local childcare regarding on site care, transportation protocol changes and,		We do not have child care on site. We are not changing our hours of operations or our calendar	Doug Allen Tony Shirey		

when possible, revised hours of operation or modified school-year calendars					
Other social distancing and safety practices		Limit movement in the school to only necessary movement in the building. Teachers moving to classrooms when possible.	Susan Shiley		
All special education laws will be in place and followed		<p>Elementary students will be serviced . They will be serviced in the special education room or their classroom depending on the service required. If it is in the special education classroom then before any other student comes in everything will be wiped down. The special education student(s) will be escorted to the special education room(s) by the special education teacher.</p> <p>Middle and high school students will be serviced in their classrooms by the special education teacher.</p> <p>Life skills will be serviced within the life skills classroom.</p> <p>All classrooms will maintain a six foot or twelve foot social distancing and will be sanitized daily and with a set schedule throughout the day.</p> <p>A student with a behavior will be serviced with a behavior plan within the classroom. If a student needs to be removed from a classroom the classroom teacher will page the director of special education or the office and they will alert the director of special education. The classroom teacher will wait for assistance before removing the student. Plans will be put into place and followed with everyone knowing the plans.</p>	Maggie McMahon		All staff
21 st Century		The rooms will be decided at a later date upon enrollment numbers (room possibility	Maggie McMahon		All 21 st Century

		<p>common square of high school and middle school) . There are two cohorts, cohort 7 (grades k-5) and cohort 8 (grades 6-8). The students will remain in their rooms until they are called down to their rooms, by grade. There will need to be a 21st staff person who is responsible to oversee the sanitization of the rooms that will be used. That person will also sit at the desk and take parent phone calls, as well as get parent signatures upon student dismissal. Student dismissal will be from 5-6pm and parents will be asked to call from their car or come to the door and not allowed to enter. The child will be called down by staff. Upon students transitioning to the 21st Century program their temperatures will be taken and recorded for the program and this will serve as part of daily attendance. Once the student arrives in the classroom all activities will take place in that classroom. The students will maintain a safe distance when possible from each other and masks will be worn. A restroom schedule will be developed with the other classroom. Everything will be sanitized on a schedule with the extra person sanitizing on a schedule and returning to the door at 5pm to answer the phone and dismiss students. All students will have an individual pencil box of supplies such as pencils, colored pencils, scissors, etc as there will be no sharing of supplies. If something is needed it will be taken from the 21st Century supplies and the student will keep the supply. All staff will work until 6:15 to ensure everything is sanitized from the next day and everything is ready to go for the return of students.</p>			Staff
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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? *Training will be provided to identify potential high-risk indicators. We will monitor our staff and students daily.*
- Where will the monitoring take place? *We will follow the PDE recommendations for guidelines. We would like to set up Temp. Kiosks at 2-3 entrances in the building.*
- When and how frequently will the monitoring take place? *Daily screening of Staff/Students at TCCS. Temperature over 100 degrees would be sent home. Questions will be asked; Do you have a cough or any other symptoms of illness? Have you been exposed to anyone who has been sick? If a staff member or child needs to be sent home this should be done confidentially and the School Nurse should be notified.*
- 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? What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? *We will designate an area for isolation. If a staff member or student has a confirmed case of COVID the school will close for a minimum of two days for a deep cleaning.*
- *(June 9, 2021: Revision): TCCS will designate the exposed area for deep cleaning, a closure of the school building will not be necessary, the summer school area will be moved to another area of the building. The exposed staff/students will be sent home and education will be delivered in an alternate manner.*
- 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 of those who were potentially exposed will receive a phone call from the nurse. The general population will receive a phone blast and email.*
- 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? *All employees, all consultants and all IU contracted employees will be trained. We will do training during in-service. Our school nurse will conduct a training.*

Summary of Responses to Key Questions:

Requirements	Action steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure		All employees will be monitored daily with a temp. Check. They will be encouraged to self-report any symptoms of illness and/or history of exposure.	Susan Shiley	Thermometer and/or temp. Kiosks. Staff assistance to assess and document temperatures of students and staff daily	
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure		Per CDC guidelines, any student, staff, or visitor who becomes sick or demonstrates a history of exposure will be isolated in a separate isolation space until he/she can go home	Susan Shiley	Additional isolation space. Educational materials from CDC or DOH	
Returning isolated or quarantined staff, students, or visitors to school		Students and staff can return to school per CDC guidelines for discontinuation of isolation for persons with Covid-19 criteria have been met	Susan Shiley	Educational materials from CDC or DOH	
Notifying staff, families, and the public of school closures and within school year changes in safety protocols		Staff and families will be notified of school closure and any change in the safety protocol during school via telephone blast and/or letter or email. If the change in safety protocol is due to positive case of Covid-19 in the school, school staff will notify those who were exposed to the infected individual and instructed to self-isolate per CDC and DOH guidelines	Doug Allen Susan Shiley		
Other monitoring and screening practices		Students and staff exhibiting symptoms of illness will be assessed by School Nurse	Susan Shiley	Isolation space, equipment for assessment. Thermometer,	

				stethoscope, BP cuff, Pulse oximeter, etc.	
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Other Considerations for Students and Staff

Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staffs who are unable or uncomfortable to return? *We would explore options through our insurance carriers. The employee could go on long term disability and we would fill the teaching spot through Kelly Services.*
- (June 9th 2021: revision): *All staff will be eligible to return to summer school*
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return? *We would have accommodations to educate those children remotely. Until further guidance, we would treat these cases like a homebound request through a doctor's recommendation.*
- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students? *At this time, we are considering that masks will be available for students on busses and in common areas like the hallways and in rooms where you may be closer than 6' to someone else. We will look at face shield options for the teachers.*
- What special protocols will you implement to protect students and staff at higher risk for severe illness? *We will meet with these families and discuss options for these students. These students will receive the same opportunities as our other students. We will make modifications as needed.*
- How will you address staff who are ill, or who have family members who have become ill? *They will have to follow the CDC quarantine rules.*
- How will you ensure enough substitute teachers are prepared in the event of staff illness? *We will have three classroom aides that will continue in their designated roles and we will utilize Kelly Services for substitute teachers.*
- *June 9, 2021 (revision) We will use current staff and support for summer school support.*

- 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? *Mental Health therapist will be available to students at school and virtually.*

Summary of Responses to Key Questions:

Requirements	Action steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness		Use of cloth face coverings to protect those at higher risk. Social distancing. Frequent hand washing. Having a separate area for students who are sick to go rather than the health office where medication is administered, and chronic disease management occurs (blood glucose monitoring, etc.)	Susan Shiley Doug Allen Melissa Mahaney	Health office and separate isolation area. Hand sanitizing stations, signs and educational posters to encourage social distancing, hand washing, and use of cloth face coverings)	Y – to notify staff of triage process for students visiting the health office and/or to be assessed for illness.
Use of face coverings (masks or face shields) by all staff		Per CDC and AAP recommendations, all staff should wear cloth face coverings. The health office staff will have appropriate PPE available including surgical masks, N95 masks, face shields, and gowns.	Susan Shiley Doug Allen	PPE for health office staff. Cloth face coverings can be provided to staff as needed. If one cannot wear due to a pre-existing condition, the school will provide face shield.	Y- Educational materials for staff regarding appropriate use and laundering of cloth face coverings.
Use of face coverings (masks or face shields) by older students (as		As per CDC, DOH, and AAP recommendations, students are required to wear cloth face coverings when social distancing is	Susan Shiley Doug Allen	Cloth face coverings; surgical face masks on buses and in lobby for student use	Y- Parent and student education regarding appropriate use and

appropriate)		<p>difficult such as on buses, hallways, and restrooms. If a student cannot wear a cloth face covering due to a sensory concern or pre-existing condition, a face shield can be worn by the student. TCCS encourages older students to wear cloth face coverings in class, but if needed while socially distanced (6 ft) they are permitted to take them off. Younger students K4-3rd grade are not required to wear in class, TCCS will provide desk guards in those classrooms.</p>		<p>if cloth face covering forgotten. Face shields for students who cannot wear a mask due to pre-existing condition/sensory concern.</p>	<p>laundering of cloth face masks.</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>		<p>Chronic health condition management at school including Individual Health Plans, Emergency Care Plans, 504's, IEP with health component. Availability of health office for medication management and procedures separate from isolation area. Option of remote education is based on individual concerns. If the student has an IEP or 504 plan then a meeting will be held. If the student has an IEP or 504 plan then a meeting will be held and a plan will be developed within the meeting. The plan could include an</p>	<p>Doug Allen Susan Shiley Maggie McMahon</p>		

		<p>alternate schedule, use of google meet, use of technology and online platform. The plans will be flexible for each student. The plan could also include the use of technology to allow the students to interact with the class and the teacher as if he/she were still in the school building. If it is an IEP student each plan will include a NOREP as well as contain related services if needed/warranted.</p> <p>Each student's plan will be individualized and contain specific information and specific plans for that student, it will be done through an IEP/504 meeting with all members present. The reason and the plan will be clearly outlined in the IEP/504. The current status of things allows for flexibility and that is what TCCS will be to provide education for those students who cannot return to school due to COVID-19.</p>			
Strategic deployment of staff		Additional staff deployed to	Doug Allen Susan Shiley	Thermometers and/or temp. Kiosks.	

		entrances where temp. Is assessed.			
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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
Covid-19 infection	Staff/Students/Parents	Susan Shiley	PDD for staff, handouts for parents	CDC handout of symptoms and prevention. Materials shared for teachers to educate students	8/17/2020	

Hand Washing	Staff/Students/Parents	Susan Shiley	PDD for staff, handouts and links for parents. Videos for students	CDC handouts/posters. Videos, materials shared for teachers to educate students. Glogerm for classroom education.	8/17/2020	
Use of Cloth Masks	Staff/Students/Parents	Susan Shiley	PDD for staff, handouts and links for parents, videos for students	CDC handouts/posters. Videos, materials shared for teachers to educate students	8/17/2020	
Social distancing	Staff/students/parents	Susan Shiley	PDD for staff, letters and links for parents, lessons for students	CDC handouts/posters. Videos, materials shared for teachers to educate students.	8/17/20	
Isolation Procedures	Staff/Parents	Susan Shiley	PDD for staff, handout and letter for parents	Letter to staff/parents regarding exclusion policy and CDC guidelines. Triage process given to staff.	8/17/20	

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communication	Start Date	Completion Date
COVID-19 TCCS PLAN	Staff, Parents, Community	Dr. Allen	Letter to parents, staff.	7/20	
Change to health/safety plan due to case of COVID-19 in school.	Staff, Parents, Community	Dr. Allen/Susan Shiley	Telephone call to those with possible exposure, Call blast and email/letter sent to all.	As needed.	

Health and Safety Plan Summary: Tidioute Community Charter School

Anticipated Launch Date:

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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Our cleaning committee has hired a cleaning consultant that is going to assess our school (type of floor, ceiling heights, cleaning products used, staff available, highly traveled areas, etc.) to develop a plan that we can implement with our cleaning team before students return to school i.e.. High touch areas will be cleaned frequently. Buses will be cleaned after each use. Fill stations only to be used. Water fountains will not be in use.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies, and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	TCCS will ensure CDC recommendations are followed when feasible in classroom setting.

* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Students will eat meals in the classroom. We will establish a floating teacher for teacher breaks.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Some classrooms have sinks to allow handwashing. All students would be able to use bathrooms for handwashing and use hand sanitizing stations that are spaced throughout the building. This will be supervised by the school nurse and orientation can be given as needed.
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	We will post signs in the building to remind people of the social distancing, hand washing signage, and the appropriate use of cloth face coverings.
Handling sporting activities consist with the CDC Considerations of Youth Sports for recess and physical education classes	Sporting and recreational time will use CDC recommendations for distancing and social limitations for outdoor activities.
Limiting the sharing of materials among students	Students will be issued individual materials and will have assistance if materials need disinfected.
Staggering the use of communal spaces and hallways	We would have schedules when classroom and hallway use to limiting the amount of traffic, when possible, to align with CDC recommendations.
Adjusting transportation schedules and practices to create social distance between students	Our transportation director is working with bus companies to determine the number of buses need to transport students using CDC recommended distance.
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	We will limit the amount of student traffic in and out of the classroom and throughout the hallways.

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	We do not plan to modify our calendar or hours of operation. We do not offer childcare at our site.
Other social distancing and safety practices	

Monitoring Student and Staff Health

Requirements	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	Parents are strongly encouraged to report student illness, exposure of student to person with COVID-19 or positive COVID-19 test to the school immediately. Nurse will monitor symptoms and illness daily and use guidance from the PA Department of Health.
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Students will be isolated if signs of illness or history of exposure until a parent/guardian can pick up.
* Returning isolated or quarantined staff, students, or visitors to school	Returning students or staff would be required to have a Dr. release to return back to TCCS.
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	We sent letters, posted on school website and Facebook, and used phone blasts to get information to our families and the public.

Other Considerations for Students and Staff

Requirements	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe	Keeping sick students isolated in separate area from health office

illness	<p>so healthy students can utilize health office as needed.</p> <p>Appropriate health services will be continued.</p> <p>Special modifications for remote education will be handled on individual basis.</p>
Use of face coverings (masks or face shields) by all staff	<p>All staff will use cloth face covering unless they have a pre-existing medical condition. A face shield can be provided to those who cannot wear a cloth face covering. For those who work with students with hearing impairment, clear cloth face coverings will be provided. Masks will be required at TCCS in coordination with CDC recommendations, once CDC recommendations are lifted so will they be at TCCS.</p>
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>Per CDC/DOH and AAP guidelines, cloth face coverings are recommended for children > 2 years of age.</p> <p>Older students will be encouraged to wear cloth face coverings as much as possible.</p> <p>Cloth face coverings required on buses, in hallway, and in bathrooms.</p>
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Immunocompromised students and those with complex medical needs will receive appropriate health services while at school separate from the isolation area. The school will work with families of students with complex medical needs to determine if remote education is necessary.</p>
Strategic deployment of staff	<p>Staff utilized to assess temperatures on students, staff, and visitors necessary in the building.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Tidioute Community Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(Insert Date Here)**

The plan was approved by a vote of:

 5 Yes

 0 No

Affirmed on: June 9th, 2021 revised

By:

(Signature of Board President)

 Mr. Albert Haney
(Print Name of Board President)

Entrances to the building

There will be two entrances to the building for staff, teachers and students.

One entrance is on the Main St. by the office the other is on Jefferson St.

Teachers will arrive at 7:15 am

Kids will start arriving 7:20 am

Doors will be unlocked at 7:20 am for students to enter.

There will be 3 kiosks at the entrances. One at the Main St. Entrance and two at the Jefferson St. entrance.

The staff, teachers and students will be checked by the kiosk to get their temperature. Anyone with a temperature of 100.0 or above is sent to the nurse.

Staff will be posted at each kiosk to check the temperature.

Staff will be posted outside at the unloading zones of students to ensure CDC distancing.

Leaving the school

At 3:05 pm we will start releasing students by van number and bus number.

There will be an interval in between van/bus number.

All students that do not ride a van or bus will be released by all walkers and then parent pick up.

This was just for you to view so I can complete the bell schedule. Let me know your thoughts.

Feel free to change k4 - 4 for what works for you. I know I have k4 starting when they usually ended last year but I also was thinking about k4 running 10:00 - 2:00 next year. Thoughts and feelings about them being later or do you need k4 - 4 earlier so you can have time between elementary and middle school?

Grades 5 - 12 needs to follow that as close as possible. If that is not able to happen let me know and I will re-do the bell schedule differently.

Grade Level	Time to go to the cafe
K4	11:00
K5	11:05
1	11:10
2	11:15
3	11:20
4	11:25
5	11:45
6	11:50
7 - 8 (11:53 - 12:33 is their 40 min lunch period)	11:53 line up for lunch there will be three classrooms so we can call Class 1 - 11:53

	Class 2 - 11:56 Class 3 - 11:59
9 - 12 (12:39 - 1:19 is their 40 min lunch period)	I am not sure of the exact number of classes until scheduling is done – approx. 7 coming every three min starting at 12:39?