

# Saint Michael the Archangel School

Colleen Weiss

Plan Submitted By  
Colleen Weiss

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

Saint Michael the Archangel School

What is your scheduled first day of school for the 2020-2021 school year?

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

St. Michael the Archangel School plans a total re-opening to all students and staff five full days a week. Distance learning will be offered to students(families) unable to attend in-person instruction due to health/safety concerns.

St. Michael the Archangel School plans to adhere to CDC, Academy of Pediatrics, PA Department of Health, diocesan, state and local guidelines/mandates as they relate to social distancing in school settings as much as possible.

How did you engage stakeholders in the type of re-opening your school entity selected?

Stakeholders were engaged through a Diocesan survey as well as a survey by St. Michael the Archangel School.

A task force with representatives from administration, faculty, parents, and board was formed and met to complete the reopening plan.

As guidelines/mandates change, the school's plan may need to be updated. On-going communication/changes to the plan will be shared with all stakeholders.

How will you communicate your plan to your community?

St. Michael the Archangel School will email the reopening plan to families through Option C. The plan will also be posted on our school website and through social media. A parent meeting will be held virtually to share the plan.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

St. Michael the Archangel School will notify both local health officials and the Diocesan Office of Education. The school will receive consultation and guidance from the Department of Health and interaction and direction from the Diocesan Office of Education. Protocols given at that time will be implemented in relation to school closure or other significant modification to operations.

## Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Colleen Weiss	School Principal	Both
2	Erin Doherty-Faust	School Assistant Principal	Both
3	Marianne Gano	School Advancement Director	Both
4	Julia Spehalski	School Bookkeeper	Both
5	Sally Derr	School Technology Coordinator	Both
6	Harry Reese	School Board Member	Health and Safety Plan Development
7	Dr. Debra Stahlnecker	Parent	Health and Safety Plan Development

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
8	Mr. John Janick	Parent	Health and Safety Plan Development
9	Lisa Kline and Teresa Salvatore	Middle School Faculty	Both
10	Meredith Glavin and Theresa Seifert	Elementary School Faculty	Both

How will you ensure the building is cleaned and ready to safely welcome staff and students?

St. Michael the Archangel School contracts with a cleaning company, Executive Building Services, to clean/sanitize the school daily using solutions recommended by OSHA and the CDC to be effective against the COVID-19 virus.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Disinfection supplies will be procured through the school's contracted cleaning company or directly through vendors such as Office Basics and Penn Valley Chemical. Products listed by OSHA and the CDC as approved for use in schools to be effective against the COVID-19 virus will be used and a SDS will be kept in the school file. Supplies of the products meeting the criteria have already been purchased to address the needs of the school for the first several months of the year. Additional supplies will be ordered in advance of using the current supply.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

Nightly cleaning/sanitation and disinfecting will be completed by the contracted cleaning company. High touch areas (door handles, water fountains, sink handles, etc.) will be cleaned and disinfected multiple times throughout each day by staff. Maintenance contracts with the HVAC company provide routine system checks and filter changes as well as additional services as needed. To promote additional ventilation during the school day, windows will be opened and fans will be utilized as feasible.

What protocols will you put in place to clean and disinfect throughout an individual school day?

Throughout the day, high touch areas will be cleaned and disinfected by the staff. Water fountain use will be restricted. Employees will be instructed on proper procedures for cleaning and disinfecting as per CDC guidelines. All students and staff will be instructed on the proper procedures for hand washing or sanitizing.

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 school employees will be trained on the cleaning, sanitizing, disinfecting and ventilation protocols. The training will be provided prior to the start of the 2020-2021 school year during a professional development session.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Colleen Weiss, Principal and Erin Faust, Assistant Principal	Cleaning Solutions, HVAC filters, Fans, Sanitizing Wipes, Paper Towels	Y

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Same as yellow	Same as yellow	Yes

Other cleaning, sanitizing, disinfecting, and ventilation practices

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	Increased use of PPE. Increased hygiene practices of hand washing or using hand sanitizer. Cleaning and disinfecting frequently touched surfaces and objects. Scheduled maintenance and filter changes of HVAC systems. Additional ventilation by opening windows and using fans, when possible.	Administration/Faculty/Staff/Cleaning Company/Students	PPE, Signage, Hand Sanitizer, Soap, Paper Towels, Cleaning Solutions, Disinfecting Wipes, Fans, CDC Guidelines	Yes	

How will classrooms/learning spaces be organized to mitigate spread?

Classrooms and learning spaces will be arranged following current guidelines to allow for forward facing desks with 3-6 feet of separation among students and staff throughout the day, when feasible. Students will have individual materials and supplies in their desk or in individual storage bins at their desk. Use of shared materials and supplies will be restricted, and any shared materials will be sanitized between uses.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

Schedules and homerooms will be as static as possible by having the same group of students with the same group of staff, when feasible. In departmental grades and for specials classes, teachers will rotate classrooms, as much as possible. Lunch will be in the classrooms, with individual classes eating in the cafeteria on a rotating basis, if feasible.

What policies and procedures will govern use of other communal spaces within the school building?

Use of communal spaces should be limited. When a communal space is used, the lead individual will be responsible for cleaning/disinfecting the high touch areas prior to leaving. The teacher using a communal space will be responsible for reserving the use of the room through the main office and changing the label on the door to indicate the cleaning company needs to sanitize the room at the end of the day. Hallways will be marked with one-way signs and social distancing reminders. Face masks will be worn when in hallways and other communal areas.

How will you utilize outdoor space to help meet social distancing needs?

Outdoor spaces will be utilized for classes, recess, physical education, and lunch as often as possible.

How will you adjust student transportation to meet social distancing requirements?

In the event that public school district bus transportation is unavailable, parents will be asked to provide transportation for their child to and from school daily.

Social distancing requirements, as they pertain to students while riding district buses, will be dictated by the specific public school district.

Social distancing protocols will be followed during arrival and dismissal.

What visitor and volunteer policies will you implement to mitigate spread?

Only essential visitors and volunteers will be permitted to enter the school. Visitors and volunteers will be required to complete a health questionnaire, a temperature check, wear a face mask, and sign in/out of the building. Interaction with students will be restricted.

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

In early childhood and primary grades, to promote social distancing safety protocols, desk shields will be utilized.

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?

All school employees will be trained on the social distancing and safety protocols. The training will be provided prior to

All school employees will be trained on the social distancing and safety protocols. The training will be provided prior to the start of the 2020-2021 school year during a professional development session.

Other stakeholders will be informed of the plan upon approval by the Office of Education.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Arrange desks for 3-6 ft of separation. Desks all facing forward, or students all facing the same direction when at tables. Student groups arranged to be as static as possible. Hold classes in alternative settings or outside when possible.	Same as yellow	Administration/faculty/staff	Desk shields, plastic storage containers, face masks.	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Lunch in the classroom, with classes eating in the cafeteria on a rotating basis. Contactless hot lunches. Clean/sanitize eating surfaces prior to and after use.	Same as yellow	Administration/Faculty/Staff/ProLunches	Cleaning solution, paper towel, disinfecting wipes, disposable lunch materials from ProLunches	Yes
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	All faculty and staff will be trained on healthy hygiene practices so they can teach these to students. Hand washing strategies such as washing with soap and water for 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing will be encouraged. If soap and water are not available, and hands are not visibly dirty, an alcohol-based hand sanitizer with at least 60% alcohol should be used.	Same as yellow	Administration/Faculty/Staff	Soap, paper towels, hand sanitizer, hand sanitizer dispensers, tissues	Yes
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Post CDC informational posters throughout the building	Same as yellow	Administration/Faculty/Staff	CDC "Germs Are Everywhere" and "Wash Your Hands" posters	No
Identifying and restricting non-essential visitors and volunteers.	Restrict nonessential volunteers, visitors, and activities that involve other groups.	Same as yellow	Administration/Staff	N/A	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	Provide safe opportunities for exercise and physical activity, taking into account physical distancing and minimizing shared equipment. Hold recess and physical education classes outdoors as often as possible.	Same as yellow	Administration/Faculty	Playground equipment, cleaning solution, paper towels	Yes
Limiting the sharing of materials among students	Provide students individual supplies to be kept in their desk or their labeled storage container. Ensure adequate amount of materials and supplies. Clean and disinfect and materials or objects between student use.	Same as yellow	Administration/Faculty	Storage containers, student materials and supplies, sanitizing wipes, cleaning solution, paper towels.	Yes
Staggering the use of communal spaces and hallways	Create traffic flow pattern in the hallways. Use student restroom sign-out books and have one student per classroom out at a time. Maintain separation of students during arrival and dismissal. Alternate classes using communal spaces, when feasible.	Same as yellow	Administration/Faculty/Staff	Hallway direction signs, bathroom sign-out logs.	Yes
Adjusting transportation schedules and practices to create social distance between students	Follow guidance and plans from local school districts for buses.	Same as yellow	Administration	N/A	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Keep student desks 3-6 ft apart in classrooms, when feasible. Keep class cohorts static. Restrict interactions between groups of students, when feasible.	Same as yellow	Administration/Faculty	N/A	No

Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
<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>Hold extended care in the cafeteria at the elementary school. Have parents send in activities for their child. Provide activities that limit the use of shared supplies. Clean and sanitize cafeteria tables after use.</p>	<p>Same as yellow</p>	<p>Administration/Extended care staff/Cleaning company</p> <p>Cleaning solution, paper towels, sanitizing wipes, learning activities for each student, parent provided activities for each child</p>	<p>Yes</p>
<p>Other social distancing and safety practices</p>	<p>Install sneeze guards in the main office.</p>	<p>Same as yellow</p>	<p>Administration</p> <p>Sneeze guards</p>	<p>No</p>

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Student symptom screening (temp. checks) will be completed by a staff member daily each morning before entering the school building.

Staff will self-monitor for symptoms and be screened upon entering the building. Upon entering the school building they will report to the triage station for (1) Temperature check; (2) Overall well-being screening; (3) Complete and sign a confidential Daily Wellness Questionnaire.

Visitors, upon entering the school will report to the triage station for (1) Temperature check; (2) Overall well-being screening; (3) Complete and sign a confidential Daily Wellness Questionnaire.

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' temperatures will be taken by designated staff members when they arrive at school and during the school day as needed.

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?

Administration, St. Michael School nurses, Southern Lehigh School nurses, and other healthcare providers will work in conjunction to identify an isolation room to separate anyone who has COVID-19 symptoms. School nurses, staff and other health care providers should use Standard and Transmission-Based Precautions when caring for sick people.

If a student, staff member or other member of the community becomes ill or tests positive they will be sent home and asked to seek medical attention. They will remain at home until they have "recovered", as defined by the PA Dept. of Health and the CDC guidelines/protocols dictate.

If a student, staff member or other member of the community has been exposed to an individual confirmed positive, they will quarantine at home for 14 days until it is determined they have not contacted the virus, according to PA Dept. of Health and CDC guidelines.

Students/staff in home quarantine, but not sick, should work and attend distance learning from home.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

Administration, in consultation with the local health department, Southern Lehigh School nurses, Diocese of Allentown

Office of Education or other health care providers, will make decisions regarding quarantine and/or isolation requirements of staff or students.

What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

If a student or staff member has a confirmed case of COVID-19, CDC guidelines will be followed in conjunction with the guidance of their healthcare provider, the local health department, or the PA Dept of Health.

Employees and/or students who were not tested for the COVID-19 but who had symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

1. At least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.
2. The improvement of respiratory symptoms, such as coughing and shortness of breath.
3. At least seven days have passed since symptoms first appeared.

If the employee or student is tested to determine if they are still contagious, they also can leave home after these three things have happened:

4. The employee or student no longer has a fever (without the use of medicine that reduces fevers).
5. Other symptoms have improved (for example, when the cough or shortness of breath have improved).
6. The employee or student has received two negative tests in a row, 24 hours apart, when the patient's doctor follows certain CDC guidelines.

The decision to stop home isolation will be made in consultation with their healthcare provider, Southern Lehigh School District nurses, local Lehigh Valley health departments and the PA Dept. of Health.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least seven days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Administration will make accommodations (if applicable) for the staff member to work from home. If it is not possible for the staff member to fulfill their work requirements from home, Administration will consult with the Human Resources Department of the Diocese of Allentown to determine the steps to be taken.

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

The decision for a student to stop home isolation will be made by the Administration in consultation with the students' healthcare provider, Southern Lehigh School District nurses, local Lehigh Valley health departments, or the PA Dept. of Health.

Students with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least seven days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Administration, faculty and staff will accommodate students who are unable or uncomfortable to return to school by providing the following:

1. Virtual learning from home that includes a mix of live teaching and independent work
2. Mental health services will be provided by our school counselor employed the CLIU #21

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?

St. Michael the Archangel School's Health and Safety Plan will be posted on the school website which will also include regular updates of information.

Families will be notified of confirmed staff or student illness or exposure via Option C: Email, text and voicemail message. Confidentiality will be maintained to the fullest extent possible and will follow protocols dictated by local and state health departments.

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?

Administration, faculty, and staff will be trained in protocols for monitoring student and staff health. Training will be done prior to the start of the school year at an in-service.

Monitoring Student and Staff Health

	Action Steps under Yellow Phase Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual Position	Materials, Resources, Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	Daily employee temperature check and completion of wellness questionnaire upon arrival.	Same as yellow	Administration/Staff	Contactless thermometers, daily wellness questionnaire, isolation room, PPE, student temperature form	Yes
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Students, staff, and visitors who become ill during the day will isolate in the designated isolation room and be sent home. Staff and visitors demonstrating a history of exposure will be asked to leave prior to entering the building. Students demonstrating a history of exposures will isolate in the designated isolation room and be sent home.	Same as yellow	Administration/Staff	Isolation Room, PPE, Wellness Questionnaire, Health Room supplies	Yes
Returning isolated or quarantined staff, students, or visitors to school	Individual will provide medical documentation stating they are able to return to the school community after quarantine.	Same as yellow	Administration/Staff	Written notification from medical personnel	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	OptionC notifications will be used to families, faculty and staff. The school website will be updated to reflect school closures and any changes in safety protocols.	Same as yellow	Administration/Advancement Director/Technology Coordinator	Prepared notices of school closure or case of illness in the school community.	No
Other monitoring and screening practices					

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

Face coverings are required for all while at school. Face coverings may be removed when 1. eating or drinking and 2. when social distancing of 6 feet or more can be maintained in the classroom or outdoors. Face coverings are to be worn when in the hallway or any other communal area. Any student or staff unable to wear a mask due to health reasons will need to maintain a 6ft physical distance at all times. Masks must fit securely and cover the nose and mouth. Face shields are encouraged for those unable to wear a mask due to health reasons.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

Those at higher risk should wear a face mask and eye protection or face shield. Strategic seating will be arranged within classrooms to maintain at least 6 ft of physical distancing. Shared objects will be restricted. Hand hygiene and sanitizing prior to interacting with the individual will be encouraged.



How will you ensure enough substitute teachers are prepared in the event of staff illness?

In anticipation of an increased need for substitute teachers, the position will be posted on the school website. When substitutes are not available, specials teachers, classroom aides, or other staff members will act as substitutes. Substitutes will be provided training on the health and safety protocols prior to the start of the school year. Any substitutes added to the pool throughout the year will receive the protocol training at the time of hire.

How will the School 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?

If a faculty member is at home due to the need to self-quarantine, but they are not ill, they will assist the class substitute in providing quality instruction remotely. If the faculty member is ill, they will provide lessons for the substitute. Faculty will be encouraged to pre-plan at least one week's worth of lessons throughout the year in case of their extended illness. Teachers will instruct students with the learning management systems being used, participation in Zoom meetings, and accessing student email through student iPads beginning the first day of school to ensure, teaching and learning can occur remotely when necessary. Emotional health support services will be provided by the school counselor from CLIU#21.

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in 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	Communicate to all families and employees the necessity of staying home when ill. Require face covering and eye protection. Strategic seating to ensure at least 6 ft of physical distance. Enhanced hand hygiene and disinfecting.	Same as yellow	Administration/Faculty/Staff	PPE, cleaning solution, soap, water, paper towels, hand sanitizer, signage for proper hand washing, proper wearing of face masks, maintaining social distancing, and one way traffic flow in hallways.	Yes
Use of face coverings (masks or face shields) by all staff	Face coverings are required at all times, but may be removed to eat or drink, or when at least 6ft of physical distance can be maintained.	Same as yellow	Administration/Faculty/Staff	Masks provided by employee, face shield provided by school. Masks must fit securely and cover the nose and mouth.	No
Use of face coverings (masks or face shields) by older students (as appropriate)	Face coverings are required at all times, but may be removed to eat or drink, or when at least 6 ft of physical distancing can be maintained.	Same as yellow	Administration/Faculty/Staff	One face mask will be provided to the student by the school. Masks provided by families must not contain distracting designs or inappropriate content. Masks must fit securely and cover the nose and mouth.	No
Unique safety protocols for students with complex needs or other vulnerable individuals	Vulnerable individuals should wear both a face covering and eye protection. Hand hygiene and sanitizing will be increased. Restrict shared materials.	Same as yellow	Administration/Faculty/Staff	PPE, cleaning solutions, sanitizing wipes, paper towel, soap, hand sanitizer	Yes
Strategic deployment of staff	Rotate teachers and staff in departmental settings or for specials, instead of students, whenever possible. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.	Same as yellow	Administration/Staff/Faculty	Additional substitute teachers, carts for specials teachers' materials	Yes

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Monitoring/Questionnaire for symptoms of COVID-19	All faculty and staff	Administration/Nurse	Meeting	Questionnaire, thermometer, student data sheet, CDC material handouts	August 2020	Ongoing
2	Cleaning, sanitizing, ventilation of school rooms and communal areas	All faculty and staff	Administration/cleaning company	Meeting	CDC guidance for cleaning and disinfecting schools, cleaning solutions, paper towels, sanitizing wipes	August 2020	Ongoing
3	Healthy Hygiene Practices	All faculty and staff	Administration/Nurse	Meeting	Handouts, signage	August 2020	Ongoing
4	Emotional support and self-care	All faculty and staff	CLIU #21 School Counselor	Meeting	Handouts, presentation materials	August 2020	Ongoing
5							
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Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Parent Survey	Parents/Guardians	Principal and Assistant Principal	Option C-Online survey	June 17, 2020	June 24, 2020
2	Plan Template	SMS Pandemic Team	Principal and Assistant Principal	Virtual meetings	July 1, 2020	ongoing
3	Planning Update	All Stakeholders	Principal and Assistant Principal	Option C email	July 2, 2020	ongoing
4	Safety Plan Communication	All Stakeholders	Advancement Director, Principal and Assistant Principal	Option C email, website, social media, Zoom meeting	Upon plan approval	ongoing
5	Implementation of Plan	All faculty and staff	Principal and Assistant Principal	Meeting	August 2020	ongoing
6						

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Increased use of PPE required (masks, gloves, face-shields). Increased social distancing and hygiene practices (hand washing, hand sanitizing, cover coughs and sneezes, desks 3-6 ft apart). Follow CDC Guidance for Cleaning and Disinfecting Schools. Clean and disinfect frequently touched surfaces and objects within the school, including door handles, sink handles, and drinking fountains. Restrict use of the water fountains. Ventilate classrooms and common areas with additional circulation of outdoor air when possible, using open windows, doors and/or fans.

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

Keep cohorts of students together. Schedules remain as static as possible. Restrict interactions between groups of students. Space desks 3-6 ft apart and have all desks face forward. Use desk shields in early childhood and elementary classrooms. Utilize alternative spaces or outdoors, when feasible.

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

Limit the number of individuals in congregate settings. Lunch in classrooms. Stagger classes to use the cafeteria on a rotating basis. Restrict group gatherings and social events.

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

Provide proper hand hygiene instruction. Post hand hygiene posters throughout the building. Wash hands for 20 seconds, before eating or drinking, after going to the bathroom, after blowing your nose, coughing or sneezing. Use hand sanitizer that contains at least 60% alcohol when soap and water is not available.

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

Post signs from CDC website throughout the building

Handling sporting activities through formal "Return to Play Plan".

Follow CYO guidance

Limiting the sharing of materials among students

Keep student belonging separate from each other. Provide activities that allow for each student to have their own materials. Disinfect shared materials between uses. Students bring materials from home.

Staggering the use of communal spaces and hallways

Restrict group gatherings to allow only those that follow social distancing guidelines. Clean and sanitize communal spaces between uses. Set up one-way traffic patterns in the hallways. Rotate classes using the cafeteria or specials classrooms.

Adjusting transportation schedules and practices to create social distance between students

Follow guidelines from local school district busing. Separate students at entrances during arrival and dismissal to allow for social distancing. Wear masks during arrival and dismissal.

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Keep students in cohort groups. Keep schedules as static as possible. Have teachers rotate to classrooms instead of students switching classrooms. Provide safe opportunities for exercise and play. Space student desks 3-6 ft apart. Restrict interactions between groups of students.

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Information about extended care at the elementary school will be communicated through Option C.

Other social distancing and safety practices

Install sneeze guards in main office. Restrict field trips. Hold virtual group gatherings. Restrict nonessential visitors and volunteers access to the building.

Monitoring Student and Staff Health

Strategies, Policies & Procedures

## Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure	All employees will complete the screening questionnaire and temperature check upon arrival to the entrance of the school. Students will have temperature checks completed by designated staff upon arrival to school each day. Encourage any students or staff who are sick to stay home. Anyone feeling ill during the day should report to the health room.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Symptomatic employees or students will report to the isolation room and be sent home. While caring for a sick person, nurses and staff should use Standard and Transmission Based Precautions. The isolation area will be disinfected after use and windows will be opened to increase ventilation.
Returning isolated or quarantined staff, students, or visitors to school	Isolated or quarantined individuals may return to school provided they meet the requirements of the PA Dept. of Health and the most current guidelines in place. These include, but are not limited to, waiting for a period of 10 days, being fever free for 72 hours without the use of medication, and improvement of symptoms. Two negative specimens taken 24 hours apart would also permit an individual to return to school after being isolated or quarantined.
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Notifications of school closure or changes to the safety plan will be communicated through Option C, social media, and updates to the website.

### Other Considerations for Students and Staff

#### Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness	Higher risk individuals will wear a face mask and should also wear eye protection. They will be strategically seated in the classroom to ensure physical distancing. Shared materials and supplies will be restricted.
Use of face coverings (masks or face shields) by all staff	Face coverings are required when in the building, except when eating or drinking or when 6 ft of physical distance is maintained. Face coverings are required when in the hallways or other communal areas.
Use of face coverings (masks or face shields) by older students (as appropriate)	Face coverings are required when in the building, except when eating or drinking, or when 6 ft of physical distance is maintained. Masks are required at all times when in the hallways and other communal areas.
Unique safety protocols for students with complex needs or other vulnerable individuals	Use of PPE, increased stringent hygiene, frequent disinfecting of high touch surfaces, restrict the use of shared materials and supplies.
Strategic deployment of staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.

School

Saint Michael the Archangel School

Date

Jul 24, 2020

Plan Approved By

Signature

*Philip J. Fromuth, Ph.D.*

Date

*7/24/20*