



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: (Western PA Montessori School)

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): (September 8th, 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)
Jamie Campbell	Parent, Head of School & Pandemic Coordinator	Both Health and Safety & Pandemic Crisis Response
Amy Reddig	Board President & Parent	Both Health and Safety & Pandemic Crisis Response
Rebecca Knepp	Parent, Kindergarten Teacher & Ed Director	Health and Safety
Laura Lankes	Toddler Teacher	Health and Safety

Kaleena Deah	Physician Assistant, Community, Parent & Board Member	Both Health and Safety & Pandemic Crisis Response
Stephanie Schott	Parent & Board Member	Both Health and Safety & Pandemic Crisis Response
Mary Ashton	Teacher	Health and Safety
Dr. Kirstin Lin	Physician, Community & Alumni Parent	Both Health and Safety & Pandemic Crisis Response
Maura German	Teacher	Health and Safety

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.

- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions: WPMS will be deep cleaned prior to the start of school and be empty for a period of at least one week prior to the start of school. We have already purchased the necessary materials and equipment to open safely and meet the CDC requirements. We will maintain proper health and safety protocols daily for student and staff health and safety. All staff working within our school will be informed of proper protocols and expectations and will be trained during teacher orientation two weeks prior to the first day of school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Professional Cleaning Company in 5 days per week</p> <p>Additional Cleaning by staff of high touch areas (railings, light switches, door knobs etc...) throughout the day.</p> <p>Bathrooms wiped down with disinfectant after each use.</p>	<p>Professional Cleaning Company in at least 3 days per week</p> <p>Additional Cleaning by staff of high touch areas (railings, light switches, door knobs etc...) mid-day and end of day.</p> <p>Bathrooms wiped down with disinfectant each hour.</p>	Jamie Campbell-Head of School & Pandemic Coordinator	Disinfectant Cleaners, cleaning towels, empty spray bottles for disinfectant cleaners, Electrostatic Sprayer for large surface area cleaning,	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	Air Purifiers will be placed in the classrooms to further ventilate them.	Same as Yellow Phase	Jamie Campbell-Head of School and Pandemic Team Coordinator	Air Purifiers	Y How to use properly

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: WPMS will do its best to reduce class sizes and create space by removing unnecessary items in each class to distance students at least 3-6 ft. apart. We will keep students in their own pods daily and not mix with other groups. If necessary, only teachers would move classrooms, not students moving. Playground times will be staggered. Policies will be written and posted so that staff can always see when groups are using certain areas. Outdoor space will be utilized as much as possible to create more space as well. All staff will be trained on guidance and protocols prior to the start of school and continue to have weekly conversations to tweak if needed.

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 for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>Student will be grouped in order to have reduced capacity</p> <p>Unnecessary Items removed from the class to create more room</p> <p>Utilize outdoor space as much as possible.</p> <p>Clear Table dividers used at tables where multiple students are seated</p>	<p>Mark places where students remain while working.</p> <p>Unnecessary Items removed from the class to create more room</p> <p>Utilize outdoor space as much as possible.</p> <p>Clear Table dividers used at tables where multiple students are seated</p>	Jamie Campbell-Head of School & Pandemic Coordinator	Table Dividers	N
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Snacks will be individual portions so that there will not be any communal use of serving utensils. One person spaces marked at tables and only a few at a time in the snack area.</p> <p>Lunch will be at individual designated spaces as well</p>	Same as Yellow Phase	Laura Lankes-Health & Safety	None	N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Handwashing will be monitored to be sure proper handwashing is being done at all transitions. Hand Sanitizer will always be available when sinks are not readily available.	Same as Yellow Phase	Rebecca Knepp- K Health & Safety	Foam Hand Sanitizer	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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	COVID-19 Signs for Health and Safety and marking for social distancing will be placed outdoors and indoors. Handwashing posters to teach proper handwashing will be placed in all classrooms where there are sinks.	Same as Yellow Phase	Laura Lankes-Health & Safety	Signage	Y
* Identifying and restricting non-essential visitors and volunteers	All Visitors and Parents restricted from entering the building. No volunteers in this phase.	Reduced number of visitors and parents in the building only when necessary.	Jamie Campbell-Cordinator	None	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	No games during recess that would encourage team playing or contact. When not able to distance, masks required outdoors.	When not able to distance, masks required outdoors.	Jamie Campbell-Cordinator	None	N
Limiting the sharing of materials among students	Students will have their own pencil boxes to reduce communal use of class materials.	Same as Yellow Phase	Maura German-Health & Safety	None	N
Staggering the use of communal spaces and hallways	Dismissals and Carlines will be staggered for pick up and drop off times Classes or Pods of students will be staggered in transitions to playground	Same as Yellow Phase	Laura Lankes-Health & Safety	Schedule posted for staff to review and remind	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)
Adjusting transportation schedules and practices to create social distance between students	<p>This will be communicated and handled by the District Bus Companies. Parents will be encouraged by WPMS to be transported by parents.</p> <p>If students are bused to WPMS, we will coordinate times to be dropped off in carline</p>	Busing with Health and Safety Practices communicated by bus company and school districts.	Rebecca Knepp-Health & Safety	Bus Scheduled posted for various districts	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Reduced class sizes to attend in-person instruction.</p> <p>Students in Pods remain in that pod for the entire day and transition together to recess or dismissal.</p> <p>Staggered Carline Drop off using pod groupings</p>	<p>Students remain in pods to keep same students with same teachers. Dismiss and travel with pod only at staggered times.</p> <p>Staggered pick up and drop off times in pods</p>	Jamie Campbell-Coordinator	Schedule for pods posted for all staff to view	Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>Modified aftercare—shortened hours</p> <p>Modified Calendar if cases increase tremendously. We may lengthen the time for winter break.</p>	Pod aftercare groupings restricted to one group	Jamie Campbell-Coordinator	<p>Pod rosters</p> <p>Calendar modifications as changes are made then distributed to community</p>	N
Other social distancing and safety practices	Label mats or workspace for each child in order to keep them in the same are throughout their work cycle.	Same in yellow Phase	Jamie Campbell-Coordinator	Masking Tape or Labels	N

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: We will require that parents of students and staff members screen their temperature and health prior to attending school daily. Report to the school each morning that they are COVID-19 symptom free by completing a short attestation form. Staff and students will be monitored daily and when any symptoms arise, that person will be isolated and sent home according to the CDC recommendations for symptoms. When requested and feasible, staff or families uncomfortable with returning to school in the fall will have an opportunity to participate in distance instruction lead by the staff member who will work from home to coordinate the distance learning component. All staff and parents will be trained using CDC recommendations and know when we would need to exclude and when persons can return. Staff and Parent Handbooks will be updated to have this Health and Safety Plan as an addendum. The coordinator will monitor to be sure that protocols are properly implemented.

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	Staff and Parents of students will fill out an attestation form daily to verify that they are symptom free and have no known exposure. Staff will screen students daily with temperature check upon arrival and make note of temperature. We will review with parents the questionnaire regarding history of exposure	Same as Yellow Phase	Jamie Campbell-Coordinator	Attestation Form or tracking sheet completed by parent to track symptoms and temps at home	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	An area of the office will be designated for staff or students who present with any symptoms and be sent home to monitor and quarantine if necessary. PPE used to screen isolated person.	Same as Yellow Phase	Jamie Campbell-Coordinator	Thermometer & PPE	Y
* Returning isolated or quarantined staff, students, or visitors to school	Released by guidance of the local health department and free of symptoms for at least 14 days after the first sign of symptoms. No fever reducers for at least 48 hours. May require a re-test for negative result	Same as Yellow phase	Rebecca Knepp-Health & Safety	CDC Guidance and Local Health Department Guidelines for illness and exposure Return to school/work note from physician	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Any information regarding closures and change in safety protocols will be sent out to all families and staff via our alert system and be announced on our website.	Same as Yellow Phase	Rebecca Knepp-Health & Safety		

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 monitoring and screening practices	Parents will track temps daily and keep a log for their children in order to notice changes in health	Same as Yellow	Jamie Campbell	Transparent Classroom App	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?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions: All Staff and Students will always be required to wear a face covering when distancing is not possible outdoors as well as in the building. When requested and feasible, students and staff who are considered high risk will be offered distance learning option.

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	When requested and feasible with our small community, staff or students at higher risk may be offered telework or online instruction as an alternative to in-person instruction.	Same as Yellow	Jamie Campbell	Laptop, curriculum used	Y
* Use of face coverings (masks or face shields) by all staff	All staff will always be required to wear a covering.	Same as Yellow	Rebecca Knepp-Health & Safety	Face Shields and masks available for staff	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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	All Students shall always wear a mask except for mealtime.	Same as Yellow	Rebecca Knepp-Health & Safety	Extra Masks available for students	N
Unique safety protocols for students with complex needs or other vulnerable individuals	We will work any unique safety protocols out when we are informed of a special request for complex need or if there is a vulnerable individual. We will be sensitive to this situation and treat them on a case by case basis.	Same as Yellow	Jamie Campbell	None	N May need to train at some point if new or unfamiliar situation.
Strategic deployment of staff	When requested and feasible, we plan to pair online learners with any staff who are considered high risk. We will also place staff in telework as much as possible.	Same as Yellow	Jamie Campbell	None	N

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
Health & Safety Training In the pandemic	All staff	Jamie Campbell	Teacher orientation week meeting (possible zoom)	PowerPoint, CDC recommendations, childcare regulations & Department of Ed guidelines.	8/31/2020	9/4/2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Reopening Plan Announcements	Entire school community	Jamie Campbell	Email communication presenting plan	8/5/2020	8/10/2020
Orientation, schedules, calendar	Entire school community	Jamie Campbell	Power Point Presentation via Zoom	9/2/2020	9/4/2020

Health and Safety Plan Summary: **Western PA Montessori School**

Anticipated Launch Date: (8-10-2020)

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Washing hands and sanitizing between material use, bathroom use, mealtimes and at every transition in the classrooms. Increased sanitizing and disinfecting of high touch areas and surfaces throughout the day and at major transitions (mid-day Half-day dismissal and end of day dismissal).</p> <p>Use of outdoor space as much as possible and open windows and use ceiling fans to properly ventilate rooms. Air Purification systems will be used daily as well to properly purify air within each classroom. HEPA filters installed in the air units.</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>WPMS will reduce class sizes as much as possible to allow for more space to distance students. Unnecessary items in the classroom will be removed to create additional space as well. We will also extend the classroom outdoors as much as possible.</p> <p>Meals will be served in pod classrooms and students and staff will remain in their individual pods for the entire day.</p> <p>Proper handwashing will be monitored and maintained by staff and students at all major transitions, use of materials,</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>mealtimes, bathroom visits, and upon entering the space in the morning.</p> <p>COVID-19 Health Awareness and Protective Measures Signs shall be posted outside of the building near drop off/carline area and on all doors. Signage will also be strategically placed inside the building upon entering the building and in all bathrooms, classrooms, and office areas.</p> <p>Students will maintain reasonable distance from one another on the playground during recess and wear masks when distancing is not possible.</p> <p>Students will have their own boxes in the classrooms with materials needed to complete their work. If there are any materials that another student must use, the materials will be disinfected before available to someone else.</p> <p>Parents will be encouraged to transport their children to school instead of having students ride the bus.</p> <p>Students will remain in pods for the entire time they are in school and will not mix with other pods. Class numbers will be reduced when possible or staggered groups on different days.</p> <p>Students will have assigned work areas for the day and remain at those tables or rug areas for the day.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Temperature checks upon arrival for everyone. Any symptoms will be monitored and tracked by parents. School will keep a log of any symptoms at school, reported exposures and cases.</p> <p>Anyone presenting ill at school will be immediately sent home to monitor and quarantine for a period of 10-14 days. Return to school note from physician will be required.</p> <p>The entire school community will be informed of any possible exposure and quarantine in any pod/classroom. If a school closure occurs, a noticed will be posted on our website as well.</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>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Those individuals will be directed to their physicians for medical advice. When requested and feasible, students and staff at high risk for severe illness will participate in online instruction or hybrid model.</p> <p>All staff and students will wear face coverings all day except for meals and outdoor play.</p> <p>When requested and found feasible, any vulnerable staff remaining home will be paired with at home learners</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Western PA Montessori School** reviewed and approved the Phased School Reopening Health and Safety Plan on **8/5/2020**.

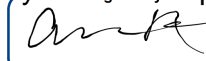
The plan was approved by a vote of:

Yes

No

Affirmed on: **(8/5/2020)**

By: ~~DocuSigned by:~~ WPMS Corporate Board and WPMS Pandemic Task Force



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(Signature of Board President)*

Amy L. Reddig

(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.