

# Submission 10

## Carolyn Graczyk- Saint Francis Academy

Plan Submitted By

Carolyn Graczyk- Saint Francis Academy

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

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

Aug 31, 2020

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

This is for Saint Francis Academy - Bally, PA

The Preschool and Kindergarten will fully open on August 31. We will follow the guidelines issued by the CDC and the Pennsylvania Department of Health. There will be frequent cleaning and sanitation of shared items such as door knobs, photocopiers, restrooms. Due to our small numbers, we will strive to maintain social distancing 6 feet apart and conduct health and safety checks throughout the day.

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

Staff was consulted at various stages of planning our return to school. Once the plan is approved by the Diocese, it will be shared with parents, staff, and parishioners.

How will you communicate your plan to your community?

The plan will be posted on the Most Blessed Sacrament website. Parents will receive a copy of the plan in the mail and via email. The plan will also be printed in the parish bulletin.

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

If there is a modification to school operations, parents will receive a phone call and email. Changes would be posted on the MBS website and social media platforms.

### Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Carolyn Graczyk	Program Director	Both
2	Sue Nitroy	Finance Manager	Both
3	Cindy Repko	Administrative Assistant	Both
4	Kevin Millet	Head Custodian	Both
5	Colette Finegan	PreK teacher	Health and Safety Plan Development
6	Trisha Zornick	Kindergarten teacher	Health and Safety Plan Development
7			
8			
9			
10			

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

Workspaces and Classrooms will be disinfected at the end of the day  
 Appliances, Coffee Machines, Refrigerators, Microwaves will be sanitized after each use and at the end of day  
 Electronic Equipment, Copier Machines, shared telephones will be sanitized after each use and end of the day  
 General Used Objects such as door knobs, handles, light switches, sinks, restrooms, desks will be disinfected at least 4 times per day.

Water fountains will not be in use unless it is for filling student water bottles. Students will be asked to bring water bottle from home.

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

Supplies will be purchased through the IU grant or through funds from the Boyertown School District.  
 Other supplies will be purchased through MBS. Supplies include masks, face shields, thermometers, gloves, bulk disinfectant. sanitizing stations will be placed throughout the building. Looking into electrostatic spray disinfectant fogger.

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

Frequently touched surfaces will be cleaned a minimum of 4 times throughout the school day and at the end of the day.  
 Classrooms will be disinfected daily. Ventilation will be from windows in the building.  
 Same for Green and Yellow.

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

There will be a chart listing all of the cleaning and disinfecting protocols of the building. Classrooms will be disinfected at the end of each day. Frequent cleaning of commonly used surfaces will occur at least 4 times a day.  
 Supplies will be stored in a locked closet in the building but would be accessible by the teachers/staff when needed.  
 Water fountains will only be used to fill water bottles.  
 CDC guideline for disinfecting and cleaning will be followed.  
 Same for Green and Yellow.

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?

Custodian, faculty, and rectory staff will be trained in cleaning protocols. Training will occur in August before the start of school.

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)
	Kevin Millet Head Custodian	PPE, CDC guidelines, clean chart	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)

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Windows will be open when possible to increase ventilation, Frequent handwashing and use of sanitizer station in classroom, frequent use of disinfectant wipes of commonly used surfaces. Classrooms fully disinfected at the end of the day.	same as yellow	Kevin Millet Head Custodian	PPE and proper cleaning supplies	Yes	

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

Student desks will be spread apart all facing the same direction with as much space as possible between them. When moving in the hallway and arriving/dismissing, students will be expected to maintain 6 feet apart when possible. There will be visual cues on the floor to illustrate proper social distancing for the students.

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

Because of having a small number of students in the K (6) and PreK (5), social distancing should not be a problem in the classroom. K and Prek have their own classrooms. They will eat in the lunch room together while maintaining social distancing guidelines. Specials will be in the individual classrooms.

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

The students will eat in the lunchroom since it is only K and PreK. The length and number of tables will allow the students to be 6 feet apart while eating. Gym will occur outside when possible and in the classroom during inclement weather. The small number of students will allow them to safely distance from each other. Gym equipment will be wiped down after use. There are plenty of jump ropes and balls so this will lessen the need to share items.

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

Outdoor learning can occur in the recess yard weather and subject permitting. Because the students are younger, this will be at the discretion of the teacher. The students may not be able to handle the transition to outdoor learning due to their ages.

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

Directives from the public school districts will be followed regarding bus transportation. Per Boyertown school district, students must wear masks on the bus. Car riders arrive at staggered times so crowds will not be an issue. Students waiting for bus and car dismissal must remain 6 feet apart and wear masks per the PA Department of Health.

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

There will not be any assemblies scheduled at this time. Volunteers and non essential visitors will be restricted. Due to the small class numbers, lunch volunteers will not be necessary unless enrollment changes.

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

Since we only have PreK4 and K in the building, the protocols will remain the same.

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?

Faculty and staff will be trained in August at a faculty meeting. Parents will receive a copy of the plan upon Diocese approval.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow Actions Steps under Yellow	Action Steps Under Green	Lead Individual Individual	Materials, Resources Supplies 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.	Tables will be arranged 6 feet apart in the classroom to allow for social distancing. Students will have individual supplies so there is not any sharing. Supplies will be kept in little buckets to make cleaning easier.	Same as yellow	Teachers	Buckets	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Students will eat in lunchroom as there are plenty of room and tables for them to be 6 feet apart. Students will bring their own lunches. Nothing will be sold.	Same as yellow	Teachers	No	No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	All staff will be trained in cleaning and best health hygiene practices. They will teach the students the skills needed to effectively wash their hands. For example praying the Hail Mary or sing the Happy Birthday song while they wash their hands. Handwashing will occur upon entering and exiting the building, before eating, coughing, blowing their nose, using the restroom. Hand sanitizer will be used as needed.	Same as yellow	Teachers	soap, paper towels, hand sanitizer, tissues	No
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Post handwashing posters and CDC guidelines	Same as yellow	Teachers and staff	Posters from CDC website and laminate them	No
Identifying and restricting non-essential visitors and volunteers.	No assemblies and restrict visitors and volunteers	Same as yellow	Teachers and program director	No	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	Gym will occur outside weather permitting. Each student will have his or her own equipment due to the small number of students. Physical distancing can occur. Handwashing will occur before and after gym. Equipment will be wiped down after gym. There is no CYO activities.	Same as yellow	Teachers	gym equipment	Yes
Limiting the sharing of materials among students	There will be individual text and work books. Individual belongings will remain separate and labelled. Crayons, markers, and scissors will not be shared. In the event anything is shared, they will be cleaned and disinfected after each use.	Same as yellow	Teachers	Individual school supplies, books	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	Due to the small number of students, they will be separated using the stairs or halls. Students will be 6 feet apart during dismissal and arrival times will be staggered.	Same as yellow	Teachers	No	No
Adjusting transportation schedules and practices to create social distance between students	Guidelines will be followed for busing by the local school districts. Arrival times are staggered.	Same as yellow	Teachers and program directors	No	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Desks will be 6 feet apart. There will be minimum interactions between students since there is currently only 11 students enrolled.	Same as yellow	Teachers	No	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Update social media and website with any changes to calendar and schedule	Same as yellow	Teachers and program director	No	No
Other social distancing and safety practices	Looking into disinfectant fogger	Same as yellow	Head custodian	Fogger	No

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

It is imperative that parents see themselves as the first line of defense in the prevention of spreading COVID. It is more important now than ever before to keep your child home at the first sign of any of the following symptoms:

- Temperature above 99.9
- Cough
- Sore Throat
- Shortness of Breath/Difficulty Breathing
- Loss of taste or smell

All staff and students who interact with each other will be monitored for symptoms and history of exposure via temperature and screening 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)?

Parent will take the students' temperatures at home daily. Parents should notify school if a child has a fever over 99.9 and the child should be kept home. Staff will have their temperatures taken daily at home and complete questionnaire regarding symptoms and possible exposure. Students, parents, and staff will be made aware of signs and symptoms of Covid.

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?

Students who become ill at school will be sent to the office and a parent will be notified that the student is ill and needs to be picked up and advised to see a doctor. Parents need to pick up the student within an hour of a phone call. Exposed or confirmed positive staff and students will stay home and follow appropriate medical advice from their health care provider. This will include quarantine or isolation per CDC guidelines.

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

Teachers and Program coordinator will be responsible for making these decisions.

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?

Symptomatic staff and students will not return to school until fully recovered which is defined by the CDC as not demonstrating a fever for at least 72 hours without the use of fever reducing medicines. demonstrates noted improvements in respiratory symptoms (cough, shortness of breath) and at least 10 days have passed since symptoms first appeared. A note from a health care provider will be required before staff and students would be permitted to return to school. An alternative would be at least 2 negative Covid tests collected greater than 24 hours apart. Staff could work remotely from home if possible. All necessary sanitation of workplace will occur so staff and students could safely remain at school.

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

A note from a healthcare provider is necessary to return to school. Students will be offered to join the class remotely if 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?

Families will be notified via email or text if there is a confirmed Covid case. Confidentiality must be maintained for the sick student or staff.

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?

Teachers, head custodian and rectory staff will be trained in Covid protocols at August staff meeting by program director.

#### Monitoring Student and Staff Health

	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	Temperatures checked daily at home for students and staff. Questionnaires completed at work for staff and at home for students due to their ages.	Same as Yellow	Teachers, Program coordinator or	Thermometers, questionnaires, storage for paperwork	Yes
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Send to office and call parents for immediate pick up	Same as Yellow	Teachers, Program Director	Office	No

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Returning isolated or quarantined staff, students, or visitors to school	See above for criteria per CDC guidelines	Same as Yellow	Teachers, Program Coordinator	Written note from Healthcare provider	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Post plan on website and send a letter home to the parents. Prepare parents on the possibility of remote learning if necessary.	Same as Yellow	Program Director	website, letter	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 by the CDC, PDE, and PA Health Department to mitigate the spread of COVID-19. All students will be expected to wear masks arriving and dismissing from school especially if they are taking the bus. Due to new PA Department of Health mandates that were issued August 17, masks must be worn in the classroom and building at all times. The exceptions include eating or drinking when spaced 6 feet apart, during 10 minute mask breaks throughout the day, or when it is unsafe to wear a mask during an activity. School staff are expected to wear face coverings. Face shields are acceptable.

#### Six Feet Social Distancing

Student desks will be spread apart all facing the same direction with as much space as possible. Masks are removed when eating or drinking and outdoors if social distancing can remain. Because face coverings can be difficult for small children, so as social distancing allows, students can remove masks outside during recess and gym when 6 feet distancing can occur. Students must have a mask from home with them at all times. If a student forgets, the school will provide a mask.

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

Teachers must wash their hands before and after working with students.

Avoid use of shared items.

Surfaces will be disinfected before and after student use.

Teachers will be made aware if there are at risk students in the classroom.

Frequent health screenings will be implemented to check for symptoms.

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

There is a list of substitute teachers that the school uses. Should the substitutes not be able to come in, the aides and program director will act as a substitute.

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?

Students have 1:1 chromebooks that will be assigned. In the event school needs to shift to at home learning, students will be able to take a chromebook home if they don't have access to technology. Substitutes will be used in the event staff is ill. Staff has been trained with using Zoom, Google classroom, and other tools to conduct online learning.

	Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Other Considerations for Students and Staff					
Protecting students and staff at higher risk for severe illness	Families will be informed of the necessity of staying home when sick. Face masks will be required per PDE. There will be enhanced cleaning and disinfecting protocols and hygiene practices.	Same as Yellow	Program Coordinator, teachers	PPE, cleaning supplies	Yes

	Action Plan in Yellow Phase	Action Plan in 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 all staff	Required per PDH	Same as Yellow	Program Coordinator	Masks and face shields provided to staff.	Yes
Use of face coverings (masks or face shields) by older students (as appropriate)	Same as above	Same as Yellow	Program Coordinator	Students will bring mask from home. School will provide masks for any student that forgets.	Yes
Unique safety protocols for students with complex needs or other vulnerable individuals	Thorough handwashing and sanitizing by staff and students. Avoid shared objects. Disinfect commonly used surfaces and classroom disinfected daily.	Same as Yellow	Program Coordinator	PPE and cleaning supplies	Yes
Strategic deployment of staff	Arrange for staff coverage vis substitutes should a teacher become ill.	Same as Yellow	Program Coordinator	NA	Yes

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Cleaning, sanitizing, disinfecting, and ventilation in the classrooms and shared leaning spaces	All Staff	Program Coordinator	Staff Meeting	Handouts from CDC website and PA Dept of Health and Education	August 2020	August 2020
2	Implementing Pandemic Plan	All Staff	Program Coordinator	Staff Meeting	see above	August 2020	continues through school year
3	Electrostatic Defooger	Custodian	Program Director	One on one training	Electrostatic Defooger	upon arrival	August 2020
4	Healthy hygiene practices	All Staff	Program Director	Staff Meeting	Handouts from CDC website and PA Dept of Health and Education	August 2020	August 2020
5							
6							

Plan Communications



	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Staff Meeting	Teachers and Rectory Staff	Carolyn Graczyk Program Director	in person meeting	July 6, 2020	ongoing
2	Pandemic Plan Communication	All stakeholders and Parents	Carolyn Graczyk Program Director	Website, parent mailing and email notification	Upon Plan approval	ongoing
3						
4						
5						
6						

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

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

Workspaces and Classrooms will be disinfected at the end of the day. Appliances, Coffee Machines, Refrigerators, Microwaves will be sanitized after each use and at the end of day. Electronic Equipment, Copier Machines, shared telephones will be sanitized after each use and end of the day General Used Objects such as door knobs, handles, light switches, sinks, restrooms, desks will be disinfected at least 4 times per day. Water fountains will not be in use unless it is for filling student water bottles. Students will be asked to bring water bottle from home. Use of required PPE will be mandatory per CDC and PA Department of Health orders. Increase ventilation by using windows when feasible.

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

Desks will be 6 feet apart and facing the same direction.

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

With our small enrollment, lunch can be in the lunch room as the tables allow for social distancing 6 feet apart. No foods will be served. Everything must be brought in from home.

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

Use hand sanitizer when needed with sanitizer stations. . Frequent handwashing for at least 20 seconds upon arrival, dismissal, before and after eating and in the classroom if items are shared however we will attempt to limit use of shared items.

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

CDC signs will be posted throughout the school.

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

No sporting programs

Limiting the sharing of materials among students

Students will bring supplies from home. In the event materials are shared, they will be disinfected before and after use. We will strive to have enough classroom supplies so items are not shared. Student belongings will be kept separate from others.

Staggering the use of communal spaces and hallways

Social distancing guidelines will be followed. Makers will be on floor so the students will have visual cues on where to stand.

Strategies, Policies & Procedures

Adjusting transportation schedules and practices to create social distance between students

Arrival times will be staggered. Transportation guidelines will be followed from the local school districts.

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

Students will be 6 feet apart in classroom and lunch room. Because of the small number of students, contact should be limited.

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

Any changes will be made via Flocknote, email, social media, church website

Other social distancing and safety practices

Virtual field trips, volunteers and non essential visitors will not be allowed in building at this time.

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

Symptom screenings and temperatures taken at home. Health questionnaires filled out by staff and parents.

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

Symptomatic students and staff will be isolated and sent home.

Returning isolated or quarantined staff, students, or visitors to school

Symptomatic staff and students will not return to school until fully recovered which is defined by the CDC as not demonstrating a fever for at least 72 hours without the use of fever reducing medicines. demonstrates noted improvements in respiratory symptoms (cough, shortness of breath) and at least 10 days have passed since symptoms first appeared. A note from a health care provider will be required before staff and students would be permitted to return to school. An alternative would be at least 2 negative Covid tests collected greater than 24 hours apart. Staff could work remotely from home if possible. All necessary sanitation of workplace will occur so staff and students could safely remain at school.

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

Staff, families and public will be notified by Flocknote, school website, social media and via email.

Other Considerations for Students and Staff

Strategies, Policies & Procedures  
Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Field trips are suspended, thorough hand washing and use of sanitizer, masks required when not able to socially distance 6 feet apart. Avoid shared objects.

Use of face coverings (masks or face shields) by all staff

Mandatory

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

N/A only K and preK in building

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

Use of PPE, frequent sanitizing and disinfecting of surfaces, and handwashing. No shared materials.

Strategic deployment of staff

Identify protocols for staff to implement and follow.

School

Date

Jul 24, 2020

Plan Approved By

Signature

 Philip J. Froomeath, Ph.D.

Date

7/24/20