



# Holy Cross Academy Phased School Reopening Health and Safety Plan



## **Table of Contents**

<b>Preamble</b>	<b>4</b>
<b>Health and Safety Plan: Holy Cross Academy</b>	<b>7</b>
Type of Reopening	8
Pandemic Coordinator/Team	9
Key Strategies, Policies, and Procedures	10
Cleaning, Sanitizing, Disinfecting, and Ventilation	11
Social Distancing and Other Safety Protocols	14
Monitoring Student and Staff Health	19
Other Considerations for Students and Staff	27
Health and Safety Plan Professional Development	31
Health and Safety Plan Communications	32
<b>Health and Safety Plan Summary: Holy Cross Academy</b>	<b>34</b>
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	34
Social Distancing and Other Safety Protocols	35
Monitoring Student and Staff Health	37
Other Considerations for Students and Staff	39
<b>Health and Safety Plan Governing Body Affirmation Statement</b>	<b>41</b>

*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.*

## **Preamble: Caring for Body and Soul**

### **Jesus Christ – The Divine Physician**

*“As (Jesus) went ashore, He saw a great throng; and he had compassion on them, and healed their sick” (Mt 14:14).*

The first line of St. John Paul II’s first encyclical letter *Redemptor Hominis* proclaimed this: *“The Redeemer of Man, Jesus Christ, is the center of the universe and history.”* It is a very apt reminder for us today that Jesus Christ stands at the center of all human life and each of our lives, especially when great trials and difficulties confront us. Over these past months, as the COVID-19 pandemic changed the way people throughout the world live their lives, the Lord Jesus has stood at the center of our existence. He continues to walk with us each day. Christ is the Redeemer and the Divine Physician who heals, guides and protects us and all whom we love. He is the answer to the deepest longings of the human heart and sheds the light of his love onto the darkness of our fears. He is hope and healing for the world.

One of our most pressing concerns is the education and the formation in the Catholic faith of our children and young people. No matter what questions and challenges may arise as we seek to open our Catholic schools, religious education and youth ministry programs, we believe that Jesus, our Redeemer and Divine Physician, is at the center of our endeavors. He who gazed with compassion upon the people gathered on the seashore two thousand years ago looks upon us with love and by his presence heals, strengthens, enlightens us and gives us hope.

### **The Family – Basic Cell of the Body of Christ**

In a public health crisis such as we are experiencing, much attention is necessarily and rightfully given to *the body*. This is the chief purpose of this document: to protect the bodily health of our students, families, staff and volunteers. But as a community of believers, we do well to reflect on our Church’s spiritual understanding of itself as *One Body in Christ* (1 Corinthians 12: 12-27). We are the Body of Christ: many individuals united as members of this Body, in and through our relationship with Jesus, our Head. Mindful of our identity as members of the Body of Christ, we recall that the ministry of Jesus Christ in which the Church participates is care for the “whole person”. That is to say, we are not only concerned with the physical good of individuals, but also their spiritual, emotional, social and intellectual well-being. This preamble is a reflection on those aspects of care which might otherwise be forgotten in our anxiety to respond to our present crisis. Highlighting these broader aspects of care for Christ’s Body, we first reflect on the primary element of any body, the cell.

The Church teaches that in both society and the Church, the family is the basic cell or most fundamental unit (CCC, 1656, 2207). “The family is the original cell of social life” (CCC, 2207). The home is the first school of love, compassion, truth and faith. Therefore, the stronger the family is, the stronger all of society and the Church will be. “Authority, stability, and a life of relations within the family constitute the foundations for freedom, security and fraternity within society...The family, (then), must be helped and defended by the appropriate measures” (2207). In this hour of need, the Lord uses our schools and parishes to help and defend our families. We take to heart the need to keep the “family first”, to strengthen, support and engage the many families that are the foundation of our communities.

## Dignity of the Human Person

Beginning in childhood, we experience that great truth which our faith teaches: that every human person is created in the image and likeness of God. The unconditional love which parents have for their children is a beautiful and powerful witness that the Lord created us out of love, to be loved, to give love, for love. This is the foundation of the “dignity of human person” which the Church proclaims and expresses in our care for our neighbors, especially the most vulnerable, those who are underrepresented and the marginalized.

Our personal freedom is also an outward manifestation of the divine image we bear. We often struggle in our proper understanding and experience of this freedom. Through Christ God gives us freedom, not as the license to do whatever we want, but as the ability to do what we ought. We receive this as Jesus’ own example, who “did not come to be served but to serve and to give his life as a ransom for many” (Matt 20:28).

We are faithful to our own personal dignity when we choose to do the good for which we are created; and we show reverence for the dignity of others in caring for their spiritual and physical needs. “The more one does what is good, the freer one becomes. There is no true freedom except in the service of what is good and just,” (CCC, 1733).

This understanding of our personal freedom, and the presence in every age and place of those experiencing poverty, sickness and need, has moved Christian women and men to respond in love to our neighbors in ways that are both simple and heroic. In a very particular way, the Church’s mission to preach the Gospel is found in its ministry to those suffering with physical illnesses, as it seeks to accompany them and work toward their health in body and soul. Therefore, as we respond to the COVID-19 crisis, let us each strive to respect the dignity of each person in our community, seeking their *total care*.

- **Physical Care**

“Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God, and that you are not your own? For you have been purchased at a price. Therefore, glorify God in your body” (1 Cor 6:19-20). Have we ever thought of the body as a traveling “tabernacle”, God’s dwelling place which brings His presence to others? Yet as God chooses to live in us, this is what we are. Our physical selves, therefore, are not only integral to our personhood, but are ennobled by Holy Trinity who lives within us by grace. We cannot understand ourselves apart from our physical bodies, nor can we accomplish good without them. That is why the Lord expects us to be good stewards of the bodies He has created. Taking care of our physical health allows us to fully offer ourselves in service to the Gospel of Jesus Christ. St. Ignatius of Loyola taught, “It is not the soul alone that should be healthy; if the mind is healthy in a healthy body, all will be healthy and much better prepared to give God greater service.”

- **Spiritual Care**

Our care for the spiritual health of every person is a genuine expression of our hope for eternal life. Together with the call to serve the physical needs of our neighbors which we recall especially with the *Corporal Works of Mercy*, (feed the body, shelter the homeless, care for the imprisoned, etc.), our Church has long maintained the teaching and tradition of the *Spiritual Works of Mercy*: counsel the doubtful, instruct the ignorant, admonish sinners, comfort the sorrowful, forgive injuries, bear wrongs patiently, pray for living and the dead.

Our lives in this world, and especially in the midst of a pandemic, present us with an abundance of opportunities to serve others with the love of Christ. In the first place we do this in our care for the sick and those prone to physical illness, but also in our care for those suffering fear and anxiety and in our accompaniment of those who are discouraged or who may not know Jesus as our Redeemer and Diving Physician. The most excellent and effective “medicine” which Christians have available are the sacraments of the Church. In the sacraments each of us, again and again, is drawn into an encounter with the Lord Jesus, who heals us and makes us whole. The Holy Eucharist, in particular, is our “daily Bread” given to nourish in us the hope which Christ alone offers us.

- **Social and Emotional Care**

As already recalled, we are created by and exist through the love of a Trinitarian God. Imaging this original Community of Love, human persons are impelled to pursue a civilization of love among peoples. Inter-connectedness is not only a call, then, but also a personal need. Yet, facing social distancing, we experience certain restrictions to our interactions. Even still, we are never hindered in building and sustaining friendships and healthy relationships. Fostering self-awareness, impulse control, motivation, empathy, and social skills, help us to relate to others and to know ourselves. Through our closeness with God, our lives spill over with the Fruits His Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, goodness and self-control -- which cultivate an emotional and social well-being built upon the love that is our God.

- **Intellectual Care**

Even in the midst of the COVID uncertainty, our schools and parishes are committed to serving the instructional needs of our students. This is modeled by the Second Vatican Council which insisted that *"Holy Mother Church must be concerned with the whole of man's life, even the secular part of it insofar as it has a bearing on his heavenly calling. Therefore, she has a role in the progress and development of education"* (*Gravissimum Educationis*). Education remains critically important in the formation of the human person by teaching how to live well now to be able to live with God for all eternity. Our schools and parishes serve both the faith community and society by educating children, young people and adults to contribute to the common good by becoming active and caring members of the communities, cities, and nation in which they live.

Facing many challenges as we reopen schools and provide faith formation and youth ministry in parishes in the fall, we, the Body of Christ, nonetheless take up this charge with faith, hope and love. Commissioned by the Son of God Himself for this holy work, we go forward confident that the One who began the good work in us will bring it to completion (Philippians 1: 6). As we implement the following guidelines to provide our children and young people with an excellent Catholic education and formation in a safe and healthy environment, we turn always to Him in our work and respond with unwavering faith:

**“Jesus, we trust in You!”**

## Health and Safety Plan: Holy Cross Academy

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?
  - Hallways and common areas will be marked to denote the 6 foot social distance recommended (i.e. water fountains, cafeteria, etc.);
  - Classrooms will be emptied of unnecessary furniture and items and desks will be positioned and marked for proper spacing;
  - Plastic barriers/carrels will be purchased for each student desk as an added protection;
  - Daily monitoring will be in place for students and staff and a plan in place for those that exhibit signs of illness;
  - Staff and students are required to wear masks unless they are 6 feet apart or as per CDC guidelines.
  - Staff will be trained on cleaning/disinfecting and also on signs and symptoms of illness.
- How did you engage stakeholders in the type of re-opening your school entity selected?
  - A diocesan-wide planning team that consisted of local principals and central administration was formed to research best practices and gather research based resources. Local school parents were surveyed to provide us with valuable insight on the perceptions and feelings of our families regarding education during COVID-19. The Recovery plan was then drafted using the best available resources and then vetted through various focus groups composed of local teachers, parents and pastors.
- How will you communicate your plan to your local community?
  - The COVID-19 Educational Recovery Plan will be disseminated to all stakeholder groups (Administrators, Parents, Teachers) via email. The document will be placed on the local schools' websites for public inspection.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
  - Decisions will be made by the pandemic team in coordination with local and state health agencies.

**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): 08/27/2020**

## Pandemic Coordinator/Team

- **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 a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Patricia Osekowski	Principal	Both
Marlene Spagnolo	School Secretary	Both
Lynn Brown	Parent/School Safe Environment Coordinator/Secretary	Both
Debra Brungo	Teacher	Pandemic Crisis Response Team
Tracy Coll	Teacher	Pandemic Crisis Response Team
Jacqueline Yakich	Teacher	Pandemic Crisis Response Team
Nick Colasante	Parent	Both
Richard Joyce	Parent	Both
Sandra Simmons	Parent	Both



## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
  - Holy Cross Academy is cleaned in the summer in preparation for the return to school. At minimum, classrooms, restrooms, cafeteria floors are stripped and waxed, and desks and chairs washed. Cleaning will be done with soap and water, then followed by the application of an EPA-approved disinfectant (see [www.epa.gov](http://www.epa.gov)). Disinfectants differentiate themselves from other cleaning products by killing germs with chemicals rather than removing them. According to the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov), disinfectants should be used on surfaces that have already been cleaned of dirt and grime—especially high-touch surfaces—to prevent the spread of diseases. Frequently touched surfaces, such as desks, light switches, keyboards, will be cleaned regularly throughout the school day and disinfected after school each day. Classrooms will be cleaned and disinfected, and then closed off to others.
  
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](https://www.cdc.gov)?
  - Holy Cross Academy will purchase products recommended by the CDC and EPA. One avenue of purchase will be to use the School Safety grant through the Intermediate Units; these funds can assist with procuring disinfection supplies, and other costs related to proper cleaning and sanitizing. Hand sanitizers, disinfectant wipes, etc. will be utilized throughout the school day.
  
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
  - The initial cleaning will have been done before the students and staff return to school. Once school is in session, staff can conduct the regular cleaning of areas, particularly highly touched surfaces, using a product that is both a cleaner and a disinfectant. During the day, while school is in session, the staff will regularly wipe door knobs, railings, and other frequently touched surfaces with a disinfectant cleaner. Bathrooms will be cleaned and disinfected regularly throughout the school day. Hand sanitizing dispensers are located in the hallway and bottles of sanitizer will be placed in the classrooms for easy access at all times.
  - Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings. The latest information available on how long COVID-19 remains on surfaces should be used to determine the schedule of cleaning.
  - Parents need to be aware of the following:
    - The inner layer of a mask for up to four days
    - The outer layer of a mask for up to seven days

- 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 stakeholders will be trained on appropriate methods to keep surfaces, learning spaces, classrooms, desks, hands, materials, etc. clean. Maintenance staff will be trained on the process to keep restrooms, hallways, staircases, floors, banisters, ventilations systems, classrooms, etc clean and sanitized.
  - Training will be provided during Professional Development sessions in August, and in October, if needed, and throughout the school year, when needed. If possible, training videos such as these from **32BJ** (<https://www.youtube.com/watch?v=tbGvwmeyVO4>) or from **Corovox** (<https://www.youtube.com/watch?v=mCBRKPZWY0g>) or from **Babylon Health** ([https://www.youtube.com/results?search\\_query=handwashing+videos+for+covid](https://www.youtube.com/results?search_query=handwashing+videos+for+covid)) will be used to assist staff with proper cleaning and sanitizing procedures related to student and staff safety during the school day.
  - Cleaning verification forms will be signed off by staff to verify preparedness to implement cleaning protocols during the school day.

## Faculty Staff Training Protocol Verification Form for Cleaning/Sanitizing

I, \_\_\_\_\_ have viewed the suggested videos and understand the proper protocol for cleaning  
 (Print Legibly)

and sanitizing all areas in which I work and/or oversee. My understanding includes proper procedures for hand washing, cleaning surfaces, cleaning high touch areas, disinfecting and sanitizing all areas in which I come in contact. I also understand how to teach children in my care how to successfully wash their hands to help prevent the spread of viruses, in particular COVID-19.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Summary of Responses to Key Questions:**

Holy Cross Academy will be thoroughly cleaned and sanitized during the summer months, and the classrooms will be closed off to others until ready for use. Cleaning and sanitizing materials will be purchased and meet all of the EPA guidelines and will be kept in a secure location away from students. Frequent cleaning and sanitizing will occur throughout the school day, especially any highly touched surfaces, such as doorknobs, light switches, desks, etc. All staff members will be instructed on the proper cleaning methods to be used to keep the building clean and sanitized. Cleaning and sanitizing materials will be provided for each classroom and will be replaced as needed. Hand sanitizing pumps will be placed in the hallways so as to be readily available to everyone.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>All surfaces and floors will be cleaned and disinfected with EPA approved products. Highly touched surfaces, such as doorknobs, light switches, desks, etc. will be sanitized frequently throughout the school day.</p> <p>Hand sanitizer will be available in all classrooms and in hallways, and replaced when needed.</p> <p>Water fountains will be covered and not permitted to be used except for those that have attached bottle fillers which will be available for use. Rugs and any fabric surfaces (such as chairs with fabric on them) should be removed, or reduced in number, if possible.</p> <p>When possible, and safe, windows and inside doors will be left open to allow for increased ventilation throughout the school day.</p> <p>Clean bathrooms regularly throughout the school day.</p>	<p>Same as Yellow</p>	<p>Teachers, Principals, and maintenance staff</p>	<p>EPA approved disinfectants for all areas of school building, such as floors, hallways, walls, etc.</p> <p>Large containers of disinfectant wipes for quick and effective sanitization.</p> <p>Spray bottles of EPA approved disinfectant.</p> <p>Hand sanitizer for classrooms and hallways.</p>	<p>Yes, training in cleaning protocols</p>

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
  - Student desks will be spaced 3 feet to 6 feet apart to the maximum extent possible.
  - Optional: Student desks will have plastic shields around them which are cleaned daily ([Clear Plastic Study Carrel](#))
  - Dedicated technology devices for each child when and if possible
  - No shared supplies including classroom books
  - Hand sanitation stations in each room
  - Eliminate assemblies, field trips/recreation activities
  - Assigned seating to help track virus spread if a student/staff tests positive for COVID-19
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
  - Create distance between children on school buses (i.e., seat children by one child per row, skip rows) when possible
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
  - Students will remain in and with their homerooms for all classes, including lunch
  - One-way hallway traffic routes
  - Grades K – 4 teachers will remain with students for the day
  - Specials teachers will push into the classroom for class
  - Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc.
- What policies and procedures will govern use of other communal spaces within the school building?
  - Utilize gymnasium and/or other large group areas
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least six feet apart in lines and at other times (i.e., guides for creating “one-way routes” in hallways)
  - Close communal use shared spaces such as cafeterias and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use
- How will you utilize outdoor space to help meet social distancing needs?
  - Physical Education classes will be held outdoors weather permitting
  - Outdoor recess at least once a day for all students
  - Outdoor classes for students whenever possible
- What hygiene routines will be implemented throughout the school day?
  - Temperatures will be taken as students and staff enter the building(possible resources below)
    - Infrared Temperature Scanner
    - [GoSafe](#)
    - Forehead thermometers
  - Regular cleaning of restrooms
  - Students will bring their own water bottle to school. Only the water bottle fillers at the water fountains will be utilized.
  - Open windows when weather permits
  - Utilize visual cues (floor markings)

- Create transition schedules that minimize numbers in common spaces; hallways, cafeteria, etc.
- Frequently clean surfaces, especially stair handrails, door handles, counters, desks, tables, chairs, bathrooms, computers, books, etc.
- How will you adjust student transportation to meet social distancing requirements?
  - Parents and students will be required to follow the transportation requirements of the individual districts.
    - The following are various strategies that school districts should consider in addition to physical distancing to reduce transmission on buses. These may include the following:
      - Requiring students, drivers, and aides to wear masks on buses, even if they are not required during the rest of the school day (this assumption was made in conjunction with the agent-based modeling discussed in Section 3 of this memo)
      - Installing a transparent, flexible divider between the bus driver and students so the bus drivers do not have to wear masks that would impact their ability to safely operate the vehicle
      - Increasing ventilation by opening windows whenever possible to reduce aerosol transmission
      - Adopting strategic student placement to coordinate pick up and drop off locations to minimize unnecessary contact with other students, including assigning students' seating with those first on in the back of the vehicle and last on at the front of the bus and vice versa on the return trip
      - Staggering school bus schedules to allow fewer students on a bus at a time
      - Assigned seating for riders and the possibility of needing more buses
  - Stagger arrival and drop-off times or locations by cohort or put into place other protocols, to limit contact between cohorts and direct contact with parents as much as possible
- What visitor and volunteer policies will you implement to mitigate spread?
  - Limit volunteers
  - Entrance only permitted if temperature is under 100°F using Axillary or temporal modes.
  - Require masks
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
  - Students will remain in and with their homerooms for all classes, including lunch
  - In grades K – 4 Teachers will remain with students for the day (Ability grouped classes will change)
  - Specials teachers will push into the classroom for class
- Which stakeholders will be trained on social distancing and other safety protocols?
  - All staff, faculty and parish administration
- When and how will the training be provided?
  - Training will be provided by: School District Nurse, IU Staff Members, and the COVID Team. The training will begin for all staff and faculty 2 weeks prior to the beginning of the school year.
- How will preparedness to implement as a result of the training be measured?
  - CDC guidelines

## Summary of Responses to Key Questions:

Each building will be required to have Social Distancing and Safety protocols in place during the school year. Administration will develop a plan based on CDC Guidelines that will require limiting volunteers within the building, changing schedules to limit the amount of places traveled and using a variety of ways to display proper hygiene and social distancing requirements.

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)
* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<ol style="list-style-type: none"> <li>When appropriate, in the yellow phase, schools will be utilizing a hybrid-model to limit the number of students in the building and classrooms.</li> <li>Essential employees only will be in the building.</li> </ol>	<ol style="list-style-type: none"> <li>Student desks will be spaced 3 – 6 feet apart to the maximum extent possible (dependant upon current guidelines) with plastic shields around them which are cleaned daily. Plastic shields optional.</li> <li>Teachers will push into the classrooms to teach different subjects, instead of the students.</li> <li>Move any non-essential furniture, materials of equipment that is not needed and store them in a place outside of the room</li> <li>Desks should all face in the same direction.</li> <li>It is recommended that teachers use face shields, so students can see their lips as they are proving direction and instruction.</li> <li>Each student is encouraged to provide their own supplies to reduce the need to share supplies.</li> </ol>	Teacher	<ol style="list-style-type: none"> <li>Plastic shields (optional)</li> <li>Classroom relocation if necessary</li> </ol>	N
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	See Above	<ol style="list-style-type: none"> <li>Students will have lunch served in their classroom.</li> <li>Boxed lunches will replace the cafeteria line.</li> </ol>	Cafeteria Manager, Volunteers, Teachers		N

<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>See Above</p>	<ol style="list-style-type: none"> <li>1. Training will be provided by a School District Nurse or Local Pandemic Team and begin for all staff and faculty 2 weeks prior to the beginning of the school year.</li> <li>2. Staff will instruct students on proper handwashing techniques.</li> <li>3. Hand sanitation stations in each room.</li> </ol>	<p>Teachers, Teacher aides</p>	<ol style="list-style-type: none"> <li>1. Sanitation stations</li> <li>2. Public school nurse</li> </ol>	<p>Y</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>See Above</p>	<ol style="list-style-type: none"> <li>1. Decals and floor visuals indicating six foot distancing will be included in classrooms, hallways and communal spaces.</li> <li>2. One-way traffic patterns for hallways, staircase.</li> <li>3. Decals will be displayed in bathrooms on appropriate hand washing.</li> </ol>	<p>Maintenance</p>	<ol style="list-style-type: none"> <li>1. Floor decals/tape</li> </ol>	<p>N</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>See Above</p>	<ol style="list-style-type: none"> <li>1. Limit or restrict volunteers.</li> <li>2. All visitors to the building will have their temperature taken upon entry. Entrance only permitted if temperature is under 100°F using Axillary or temporal modes.</li> <li>3. Only visitors who need to drop off or pick up students will be admitted to the building.</li> </ol>	<p>Office Staff</p>	<ol style="list-style-type: none"> <li>1. Thermometers or body temperature scanners</li> </ol>	<p>N</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>See Above</p>	<ol style="list-style-type: none"> <li>1. Use outdoor spaces as much as possible.</li> <li>2. Stagger recess time so only one class is at recess at a time.</li> <li>3. Limit the use of shared objects (gym equipment, art supplies, toys, games)</li> </ol>	<p>Teachers, Physical Education Teacher, Teacher's Aides</p>	<p><a href="#">Liability Waiver</a></p>	<p>Y</p>

		<ol style="list-style-type: none"> <li>4. <a href="#">CDC considerations for youth sports</a> <ol style="list-style-type: none"> <li>a. <a href="#">High school Athletics health and safety plan</a> (needs to be adapted for elementary)</li> </ol> </li> </ol>			
<b>Limiting the sharing of materials among students</b>	See Above	<ol style="list-style-type: none"> <li>1. All students are required to have their own supplies.</li> <li>2. Library books can be checked out, but need to be put aside for one week increments before being checked out again.</li> </ol>	Teachers	<ol style="list-style-type: none"> <li>1. Electronic devices for one-to-one</li> <li>2. Textbooks</li> </ol>	N
<b>Staggering the use of communal spaces and hallways</b>	See Above	<ol style="list-style-type: none"> <li>1. Create transition schedules that minimize numbers in common spaces; hallways, cafeteria, etc.</li> </ol>	Principal & Teachers		N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	See Above	<ol style="list-style-type: none"> <li>1. Implement two drop off areas, one for buses and one for car drop off.</li> <li>2. Bussing issues are dependent upon the local school districts who transport to Holy Cross Academy.</li> </ol>	Transportation Directors	Collaboration with local public school districts	N
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	See Above	<ol style="list-style-type: none"> <li>1. Specials teachers will push into the classrooms</li> <li>2. Grade 4 – 8 teachers will push into classrooms for their certified specialty (math, science, language arts, social studies).</li> </ol>	Principal & Teachers		N
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or</b>	See Above	<ol style="list-style-type: none"> <li>1. Limit the number of children in before-school and after-school care programs.</li> </ol>	Supervisors		N

<b>modified school-year calendars</b>					
<b>Other social distancing and safety practices</b>	See Above	<ul style="list-style-type: none"> <li>• No assemblies or large gatherings of students. (Virtual assemblies and field trips will be held instead).</li> <li>• Face Shields for all faculty and staff.</li> </ul>	Administration		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?
  - Upon entering the building, the temperature of the students will be taken.
  - Daily, staff will be required to take their temperature and complete a monitoring form that asks if they are experiencing any signs of illness or shortness of breath/difficulty breathing.
  - Volunteers will be required to take their temperature and complete the monitoring form that asks if they are experiencing any signs of illness or shortness of breath/difficulty breathing.
- 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)?
  - Monitoring of students will take place daily prior to entrance to the building.
    - Student temperatures will be taken as they enter the building.
    - Any student who is exhibiting signs of illness will be sent to the designated area (office/nurse area) where the parent/guardian will be contacted by the office staff.
      - Signs of illness:
        - Walk through scanner 97.4°F or higher Axillary and temporal thermometers 100°F or higher indicate a fever
        - Cough
        - Shortness of breath
        - Difficulty breathing
        - Or- (2 or more of the following symptoms)
          - Lack of smell or taste (without congestion)
          - Sore throat
          - Chills
          - Muscle Pain
          - Headache

- Congestion or Runny nose
    - Nausea or vomiting
    - Diarrhea
  - Monitoring of staff will take place daily.
    - Staff will self-monitor using the thermometer provided.
    - Principal and/or office staff will review the monitoring form to assess the health of the staff.
    - In the event that a staff member is deemed ill, a substitute will be called to replace them.
  - Monitoring of Volunteers and others will take place as needed/as they enter the building.
    - Office staff and/or the Principal will review the monitoring sign-in form to assess the health of each volunteer.
- 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?
  - If a staff or student becomes ill during the school day with COVID-19: (Note: flu season and allergy season will produce false positives in viewing symptoms. If a student or staff member has a fever they should immediately be sent home contingent on being fever free for 72 hours. Distance learning will be available to students during this time.)
    - They will be immediately isolated from other students in a designated area, while awaiting transport
    - Wait for as long as possible before cleaning or disinfecting to allow respiratory droplets to settle;
    - The workspace of the sick individual will be closed off and then thoroughly cleaned and disinfected;
    - Thoroughly clean and disinfect all areas that the sick person may have used such as offices, bathrooms, and common areas;
    - Open outside doors and windows to increase air circulation in the areas where the infected individual was;
    - Completely clean and disinfect all surfaces in the isolation area after the sick student/staff member has left;
    - Individuals that have had close contact (<6 feet away for >15 minutes without wearing a mask) with the staff/student that has become ill may be asked to stay home and self-monitor for symptoms.
    - Other students and staff who have not had close contact will be monitored for signs of illness.
    - In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
  - If a member of the school community becomes ill with COVID-19:
    - Through regular communication, make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
    - Individuals that have had close contact with the community member that has become ill may be asked to stay home and self-monitor for symptoms.

- All surfaces and areas that the individual who may have been exposed to the illness may have come into contact with should be completely cleaned and disinfected;
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
  - The Principal and/or Administrator 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?
  - Anyone who has tested positive for COVID-19 and was symptomatic may return to school **after all three of the following criteria are met:** 3 days (72 hours) fever-free, without medications **and** at least 10 days since symptom onset **and** improvement in symptoms
- How will you accommodate staff who are unable or uncomfortable to return?
  - If a staff member is symptomatic, they will need to have resolution of symptoms for 3 days AND at least 10 days have passed since the first symptom.
  - If a staff member is asymptomatic, then at least 10 days from date of positive test, presuming they have not developed symptoms within that time frame (CDC)
  - A substitute teacher will be provided to cover the classes for teachers not able to be in the school building.
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
  - The school will follow state & local guidance in determining when a student or staff member may return to school after a potential exposure to an active COVID-19 infection. Students will be allowed to return to school after the prescribed self-quarantine time period. If the student does not wish to return because they are unable or uncomfortable to return, they may continue to participate in the classroom instruction virtually through Google Meet.
- 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?
  - The families will be notified through the parent alert system on the same day that the school is alerted of a positive COVID-19 case. During that time, they will be notified if there are needed changes to current school operational protocol.
- Which stakeholders will be trained on protocols for monitoring student and staff health?
  - All faculty and staff members will be trained on how to check for signs and symptoms of COVID-19 and what the proper procedure is once someone has been identified.
  - All family members will be provided with information on how to check for signs and symptoms of COVID-19 ([CDC](#), [PDE](#))
- When and how will the training be provided?
  - Training for the faculty and staff will be conducted online and in-person August 2020.

- School families will receive educational materials (flyers, videos, letters and memos) in the following safety actions: Enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices, COVID-19 specific symptom identification ([CA guidance](#), [CDC](#), [PDE](#))
- How will preparedness to implement as a result of the training be measured?
  - All faculty and staff will be required to pass a minimum competency test (google form) that will check for understanding on proper school procedures at the conclusion of the training.

**Summary of Responses to Key Questions:**

All family members will be provided with information on how to check for signs and symptoms of COVID-19. Through regular communications, staff and families will know that they (staff) or their children (families) should not come to school if they are ill or exhibiting any signs of COVID-19, and that they should notify school officials. Everyone entering the school building will be monitored. Temperature scans and a general health survey will be completed and anyone experiencing any signs of illness or shortness of breath/difficulty breathing will be isolated and sent home. All faculty and staff members will be trained on how to check for signs and symptoms of COVID-19 and what the proper procedure is once someone has been identified. Anyone who has tested positive for COVID-19 and was symptomatic may return to school **after all three of the following criteria are met:** 3 days (72 hours) fever-free, without medications **and** at least 10 days since symptom onset **and** improvement in symptoms. If the student does not wish to return because they are unable or uncomfortable to return, they may continue to participate in the classroom instruction virtually.

The families will be notified through the parent alert system on the same day that the school is alerted of a positive COVID-19 case. During that time, they will be notified if there are needed changes to current school operational protocol.

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)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<ol style="list-style-type: none"> <li>1. When appropriate, in the yellow phase, schools will be utilizing a hybrid-model to limit the number of students in the building and classrooms.</li> <li>2. Essential employees only will be in the building.</li> <li>3. All monitoring of student and staff Action Steps outlined in the green phase will be in place in the yellow phase.</li> </ol>	<ul style="list-style-type: none"> <li>● Screen students upon entering the school building using non-contact thermometer;               <ol style="list-style-type: none"> <li>a. Walk through scanner 97.4°F or higher</li> <li>b. Axillary and temporal 100°F or higher</li> </ol> </li> <li>● Any student exhibiting signs of illness is sent to the isolation area and parents/guardian is contacted to take the student home or to a healthcare facility.</li> <li>● Staff is required to complete a monitoring form upon entering the building (includes taking their temperature).</li> </ul>	Principal	Isolation Area; Non-Contact Temporal or Thermal Thermometers; Gloves; Hand Sanitizer; Monitoring Form; Pens; Sanitizing Wipes;	

4. Administration may send out communication asking that students/staff inform them of any symptoms or history of exposure but this can not be mandated.

- a. Record temperature
- b. Are you taking any medication to suppress a fever? (y/n)
- c. Are you currently experiencing any of the following symptoms?

1 or more symptoms	2 or more symptoms
Fever (100°F or higher) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (w/out congestion) Sore throat Chills Muscle pain Headache Congestion or runny nose Nausea or vomiting Diarrhea

- Any staff member that exhibits signs of illness is sent home or to isolation room;
- All areas where the ill student/staff member may have been closed off and wait for as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
- In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)

		<ul style="list-style-type: none"> <li>Any students/staff that have had close contact may be asked to stay home and self-monitor for symptoms.</li> </ul>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	See Above	<ul style="list-style-type: none"> <li>Administration must designate an area to be utilized as isolation.</li> <li>If a student/staff member becomes ill/has a history of exposure, they will be sent to the isolation area.</li> <li>The isolation area will need to have a staff member wearing PPE when a student is in the isolation area.</li> <li>A staff member calls a parent/guardian to pick up the student and take them home or to a healthcare facility. If they are taken to a healthcare facility, notify the facility of the possibility of a COVID-19 case.</li> <li>If a staff member becomes ill, send them home or to the isolation area and call for someone to get them if they are too ill to transport themselves home. If they are taken to a healthcare facility, notify the facility of the possibility of a COVID-19 case.</li> <li>Completely clean and disinfect the isolation area after the person who was ill left.</li> <li>If a visitor is exhibiting signs of illness, they are not to enter the building and are asked to leave. All surfaces and areas that were contaminated are disinfected.</li> </ul>	Principal	Designated Isolation Area; Staff member to monitor area when needed; PPE such as gown, gloves, mask, face shield; Disinfection sprays and wipes;	N
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	See Above	<ol style="list-style-type: none"> <li>Re-admittance to school following illness – seek options to ensure that students/staff can return without infecting others:</li> </ol>	Principal	Policy should be implemented district wide	N

		<p><b>- Exclusion From and Return to School Requirements Form</b></p> <p>a. The table below (page 23) may change dependent upon current local, state and federal guidance</p> <p>2. Coordinate with school entity health staff to define procedures and needs</p>			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	See Above	<ul style="list-style-type: none"> <li>• Holy Cross Academy will list all protocols on their websites. <ul style="list-style-type: none"> <li>a. Any changes should be communicated via OPTION C and updated on the Holy Cross Academy website.</li> </ul> </li> <li>• Instructional Staff will review all changes with their students.</li> </ul>	Principal		N
<b>Other monitoring and screening practices</b>	See Above	<ol style="list-style-type: none"> <li>1. Work with health departments and local health care systems to disseminate hygiene and disinfection strategies for transmission prevention at home.</li> <li>2. Purchase adequate face coverings and other personal protective equipment as appropriate and carefully monitor inventory.</li> </ol>	Principal		

## Exclusion From and Return to School Requirements Form

Scenario	Exclude From School	Return to School After...
#1 – No Symptoms	No	Not applicable
#2 – COVID-19 Symptoms	Yes	Individual should be tested for COVID-19. <ul style="list-style-type: none"> <li><input type="checkbox"/> If test result is <u>negative</u>, return to school 14 days after symptom onset</li> <li><input type="checkbox"/> If test result is <u>positive</u>, follow return to school guidance for scenario #3.</li> </ul>
#3 – Positive COVID-19 PCR Test <u>with</u> Symptoms	Yes	<ul style="list-style-type: none"> <li>✓ 3 days with no fever <b>and</b></li> <li>✓ 10 days since symptom onset</li> <li>✓ all symptoms improving</li> </ul>
#4 – Positive COVID-19 PCR Test <u>without</u> Symptoms	Yes	Individual should quarantine for 10 days after the PCR test was collected or 14 days from exposure <ul style="list-style-type: none"> <li><input type="checkbox"/> If symptoms develop during 10 or 14 days, follow return to school guidance for scenario #3.</li> </ul>
#5 – Close Contact <u>with</u> Symptoms	Yes	Individual should be tested for COVID-19. <ul style="list-style-type: none"> <li><input type="checkbox"/> If test result is <u>negative</u>, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved.</li> <li><input type="checkbox"/> If test result is <u>positive</u>, follow return to school guidance for scenario #3.</li> </ul>
#6 – Close Contact of COVID-19 <u>without</u> Symptoms	Yes	Individual should quarantine for 14 days after the date of last exposure to the person with COVID-19 <ul style="list-style-type: none"> <li><input type="checkbox"/> If symptoms develop during 14 days, follow return to school guidance for scenario #5.</li> </ul>
#7 – Secondary Contact of COVID-19 <u>with</u> Symptoms	Yes	If able, individual should be tested for COVID-19. <ul style="list-style-type: none"> <li><input type="checkbox"/> If test result is <u>negative</u>, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved.</li> <li><input type="checkbox"/> If test result is <u>positive</u>, follow return to school guidance for scenario #3.</li> <li><input type="checkbox"/> If unable to be tested, the individual may return <b>after all three of the following criteria are met:</b> 3 days (72 hours) fever-free, without medications <b>and</b> at least 10 days since symptom onset <b>and</b> improvement in symptoms</li> </ul>
#8 – Secondary Contact of COVID-19 <u>without</u> Symptoms	Yes	10 days after the date of last exposure to the person with COVID-19 <ul style="list-style-type: none"> <li><input type="checkbox"/> If symptoms develop during 10 days, follow return to school guidance for scenario #5.</li> </ul>

## 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?
  - Teach and reinforce the use of face coverings.
  - Decisions regarding the continuous wearing of face coverings will be based on the rate of local community transmission and recommendations from the CDC, Pennsylvania Department of Health, Allegheny Health Department, and PDE. Based on the current rate of community transmission, face coverings will be required at all times when inside. “Mask breaks” may be taken outside only with social distancing only.
  - Cloth face coverings should not be placed on: ([CDC](#))
    - Children younger than 2 years old
    - Anyone who has trouble breathing or is unconscious
    - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
    - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
  - Schools should provide face covering breaks throughout the day. Maintain a distance of at least 6 feet to the maximum extent possible during these face covering breaks. Schools may allow students to remove face coverings when students are:
    - Eating or drinking when spaced at least 6 feet apart;
    - Seated at desks or assigned workspaces at least 6 feet apart;
    - Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or
    - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
  
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
  - Establish a standard routine of checking the health status of all those who enter the school including students, faculty, staff and volunteers including temperature check and questionnaires.
  - School personnel need to be directed and educated about putting on PPE, especially if assisting a student or colleague that develops symptoms concerning COVID-19.
  - Have PPE resources available and ensure staff knows where they are located.
  - Re-evaluate school “calling in sick” procedure. Establish protocol for a report on student symptoms, length of illness etc.
  - Strengthen a “return to school” protocol including benchmarks that would allow a student or staff member to return to school.
  - Holy Cross Academy is following the Federation of Diocesan Pittsburgh Schools Agreement. Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability and students who would be unable to remove a mask without assistance are not required to wear face coverings. In this case, a doctor’s note must be provided.

- Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
  - Put out a Parent/Community Interest Survey
  - Local Intermediate Units offer emergency certification for those with a Bachelor's Degree and all required clearances.
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as support for social emotional wellness at school and at home?
  - If not already done, survey school population to determine equity in devices and internet access.
  - Choose a consistent school wide communication platform and consistent apps for delivery learning and support.
  - Create a solid partnership with guidance counselors, social workers, etc. through the Intermediate Unit.
  - Develop an onboarding plan for all students to orient them to any new procedures in school before the school year begins.
  - Create new ways to orient students and families who are new to the school.
  - Focus on making the school environment safe and secure while still warm and welcoming.
  - In collaboration with guidance counselors, create activities/help opportunities with check-ins to create a plan for identifying students with needs.
  - Create ways to mitigate stress responses in students, teachers, and families.
  - Create a communication platform with parents keeping the line of communication open.

**Summary of Responses to Key Questions:** Schools will establish a standard routine of checking the health status of all who enter the school and provide PPE resources if needed. CDC guidelines will be followed for face masks and/or shields. Accommodations for safety protocols will be made

for both staff and students as needed. Other changes that may be necessitated for the health and safety of the staff will follow appropriate protocols.

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)
<b>* Protecting students and staff at higher risk for severe illness</b>	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.	1. Establish a standard routine of checking the health status of all who enter the school. Ask staff and students and parents to identify themselves as higher risk. 2. Have PPE resources available to all who enter the school and ensure all staff knows where they are located.	Principal Teachers	no contact thermometer  masks  gloves (if necessary)	N
<b>* Use of face coverings (masks or face shields) by all staff</b>	Schools in the Diocese of Pittsburgh are subject to the state mandate regarding public health issues including the use of face coverings.	Same as yellow	Principal Teachers	face masks/face shields	N
<b>* Use of face coverings (masks or face shields)</b>	Schools in the Diocese of Pittsburgh are subject to the state mandate regarding public health issues including the use of face coverings.	Same as yellow	Principal Teachers	face mask/face shields  CDC guidelines	N
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Accommodations will also be made on an as needed basis according to IDEA Regulations and/or recommendations.	Same as yellow	Principal Teachers		N
<b>Strategic deployment of staff</b>	Holy Cross Academy is following the Federation of Diocesan Pittsburgh Schools Agreement.	Same as yellow	Principal		N

<b>Quarantine protocols</b>	Specific guidelines from the Department of Health regarding quarantine practices may be required for students and staff following travel.	Same as yellow	Principal or Regional Administrator		
<b>Liturgical Considerations and Mass attendance</b>	Holy Cross Academy will follow guidelines for parishes regarding liturgical celebrations and Mass attendance.	Same as yellow	Principal Teachers		
<b>Uniform/Dress Code</b>	Accommodations will also be made on an as needed basis to dress codes.	Same as yellow	Principal		
<b>Mental Health</b>	Students and staff will be provided frequent check-ins regarding overall mental health and opportunities for awareness.	Same as yellow	Principal Teachers School Counselors		
<b>Individuals with chronic conditions(such as migraines, ear infections, chronic gastro-intestinal issues, menstrual conditions, etc.)</b>	Individuals will be able to return to school with a note from a medical provider indicating that the illness is a non-covid related/chronic condition.				

## 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
<b>Local Recovery Plan Protocol &amp; Procedures</b>	Staff/Teachers	Local Principal	Online & In-Person	Presentation Slide Deck, Local Recovery Plan Pdf, Google Form Test	8/1/2020	
<b>Sanitation and Disinfection Procedures</b>	Staff/Maintenance/Teachers	Principal	Online	Online presentation, Google Form	8/1/2020	
<b>Monitoring signs and symptoms of illness</b>	Staff/Teachers	Principal	Online	Online presentation, Google Form	8/1/2020	
<b>Google Classroom and Online Learning</b>	Teachers	Principal	In-person/online	Presentation/online resources	8/1/2020	
<b>Policies and procedures for Athletics</b>	Athletic Director and Board/Coaches	Principal	Online	Presentation/diocesan guidelines	8/1/2020	

## 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
<b>Phased School Reopening Health and Safety Plan</b>	Parents, Staff, Stakeholders	Principal	Option C, Website	8/1/2020	
<b>Information for Online/virtual Learning options</b>	Parents, Staff	Principal	Option C, Website	8/5/2020	
<b>Opening Day Information</b>	Parents, Staff, Stakeholders	Principal	Option C, Website	8/17/2020	

# Health and Safety Plan Summary: **Holy Cross Academy**

Anticipated Launch Date: **08/27/2020**

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>All surfaces and floors will be cleaned and disinfected with EPA approved products. Highly touched surfaces, such as doorknobs, light switches, desks, etc. will be sanitized frequently throughout the school day.</p> <p>Hand sanitizer will be available in all classrooms and in hallways, and replaced when needed.</p> <p>Water fountains will be covered and not permitted to be used except for those that have attached bottle fillers which will be available for use. Rugs and any fabric surfaces (such as chairs with fabric on them) should be removed, or reduced in number, if possible.</p> <p>When possible, and safe, windows and inside doors will be left open to allow for increased ventilation throughout the school day.</p> <p>Clean bathrooms regularly throughout the school day.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>● Student desks will be spaced 3 – 6 feet apart to the maximum extent possible (dependant upon current guidelines) with plastic shields around them which are cleaned daily. Plastic shields optional.</li> <li>● Teachers will push into the classrooms to teach different subjects, instead of the students.</li> <li>● Move any non-essential furniture, materials of equipment that is not needed and store them in a place outside of the room</li> <li>● Desks should all face in the same direction.</li> <li>● It is recommended that teachers use face shields, so students can see their lips as they are proving direction and instruction.</li> <li>● Each student is encouraged to provide their own supplies to reduce the need to share supplies.</li> </ul>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>● Students will have lunch served in their classroom.</li> <li>● Boxed lunches will replace the cafeteria line.</li> </ul>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>● Training will be provided by a School District Nurse or Local Pandemic Team and begin for all staff and faculty 2 weeks prior to the beginning of the school year.</li> <li>● Hand sanitation stations in each room.</li> </ul>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>● Decals and floor visuals indicating six foot distancing will be included in classrooms, hallways and communal spaces.</li> <li>● One-way traffic patterns for hallways, staircase.</li> <li>● Decals will be displayed in bathrooms on appropriate hand washing.</li> </ul>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>● Limit or restrict volunteers.</li> <li>● All visitors to the building will have their temperature taken upon entry. Entrance only permitted if temperature is under 100°F using Axillary or temporal modes.</li> </ul>

**\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

**Limiting the sharing of materials among students**

**Staggering the use of communal spaces and hallways**

**Adjusting transportation schedules and practices to create social distance between students**

**Limiting the number of individuals in classrooms and other learning spaces, and 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**

- Only visitors who need to drop off or pick up students will be admitted to the building.
  
- Use outdoor spaces as much as possible.
- Stagger recess time so only one class is at recess at a time.
- Limit the use of shared objects (gym equipment, art supplies, toys, games)
  - [CDC considerations for youth sports](#)
    - [High school Athletics health and safety plan](#) (needs to be adapted for elementary)
  
- All students are required to have their own supplies.
- Library books can be checked out, but need to be put aside for one week increments before being checked out again.
  
- Create transition schedules that minimize numbers in common spaces; hallways, cafeteria, etc.
  
- Implement two drop off areas, one for buses and one for car drop off.
- Bussing issues are dependent upon the local school districts who transport to Holy Cross Academy.
  
- Specials teachers will push into the classrooms
- Grade 4 – 8 teachers will push into classrooms for their certified specialty (math, science, language arts, social studies).
  
- Limit the number of children in before-school and after-school care programs.

**Other social distancing and safety practices**

- No assemblies or large gatherings of students. (Virtual assemblies and field trips will be held instead).
- Face Shields for all faculty and staff.

**Monitoring Student and Staff Health**

**Requirement(s)**

**\* Monitoring students and staff for symptoms and history of exposure**

**Strategies, Policies and Procedures**

- Screen students upon entering the school building using non-contact thermometer;
  - a. Walk through scanner 97.4°F or higher
  - b. Axillary and temporal 100°F or higher
- Any student exhibiting signs of illness is sent to the isolation area and parents/guardian is contacted to take the student home or to a healthcare facility.
- Staff is required to complete a monitoring form upon entering the building (includes taking their temperature).
  - a. Record temperature
  - b. Are you taking any medication to suppress a fever? (y/n)
  - c. Are you currently experiencing any of the following symptoms?

1 or more symptoms	2 or more symptoms
Fever (100°F or higher) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (w/out congestion) Sore throat Chills Muscle pain Headache Congestion or runny nose Nausea or vomiting Diarrhea

- Any staff member that exhibits signs of illness is sent home or to isolation room;
- All areas where the ill student/staff member may have been closed off and wait for as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.

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

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

- In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
- Any students/staff that have had close contact may be asked to stay home and self-monitor for symptoms.
- Administration must designate an area to be utilized as isolation.
- If a student/staff member becomes ill/has a history of exposure, they will be sent to the isolation area.
- The isolation area will need to have a staff member wearing PPE when a student is in the isolation area.
- A staff member calls a parent/guardian to pick up the student and take them home or to a healthcare facility. If they are taken to a healthcare facility, notify the facility of the possibility of a COVID-19 case.
- If a staff member becomes ill, send them home or to the isolation area and call for someone to get them if they are too ill to transport themselves home. If they are taken to a healthcare facility, notify the facility of the possibility of a COVID-19 case.
- Completely clean and disinfect the isolation area after the person who was ill left.
- If a visitor is exhibiting signs of illness, they are not to enter the building and are asked to leave. All surfaces and areas that were contaminated are disinfected.
- Re-admittance to school following illness – seek options to ensure that students/staff can return without infecting others:
  - **Exclusion From and Return to School Requirements Form**
    - The table below (page 23) may change dependent upon current local, state and federal guidance
- Coordinate with school entity health staff to define procedures and needs

<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>● Holy Cross Academy will list all protocols on their websites. <ul style="list-style-type: none"> <li>a. Any changes should be communicated via OPTION C and updated on the Holy Cross Academy website.</li> </ul> </li> <li>● Instructional Staff will review all changes with their students.</li> </ul>
--	--

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>● Establish a standard routine of checking the health status of all who enter the school. Ask staff and students and parents to identify themselves as higher risk.</li> <li>● Have PPE resources available to all who enter the school and ensure all staff knows where they are located.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>● Schools in the Diocese of Pittsburgh are subject to the state mandate regarding public health issues including the use of face coverings.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>● Schools in the Diocese of Pittsburgh are subject to the state mandate regarding public health issues including the use of face coverings.</li> </ul>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>● Accommodations will also be made on an as needed basis according to IDEA Regulations and/or recommendations.</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>● Holy Cross Academy is following the Federation of Diocesan Pittsburgh Schools Agreement.</li> </ul>
<p><b>Quarantine protocols</b></p>	<ul style="list-style-type: none"> <li>● Specific guidelines from the Department of Health regarding quarantine practices may be required for students and staff following travel.</li> </ul>
<p><b>Liturgical Considerations and Mass attendance</b></p>	<ul style="list-style-type: none"> <li>● Holy Cross Academy will follow guidelines for parishes regarding liturgical celebrations and Mass attendance.</li> </ul>

<p><b>Uniform/Dress Code</b></p> <p><b>Mental Health</b></p> <p><b>Individuals with chronic conditions (such as migraines, ear infections, chronic gastro-intestinal issues, menstrual conditions, etc.)</b></p>	<ul style="list-style-type: none"><li>● Accommodations will also be made on an as needed basis to dress codes.</li><li>● Students and staff will be provided frequent check-ins regarding overall mental health and opportunities for awareness.</li><li>● Individuals will be able to return to school with a note from a medical provider indicating that the illness is a non-covid related/chronic condition.</li></ul>
--	---

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Holy Cross Academy** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 27, 2020**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **July 27, 2020**

By:

---

*(Signature\* of Board President)*

---

*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.