

**Health and Safety Plan Template as provided by PA Department of Education
Queen of Angels Regional Catholic School, Willow Grove, PA
School of the Archdiocese of Philadelphia**

Type of Reopening

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year.

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case. *Stakeholder group will offer suggestions for implementation and revisions throughout the school year or as new directives become available.*

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
S. Mary C. Chapman, IHM, Ed.D.	School Administration	Pandemic Coordinator
Father Anthony Janton	Parish	Both
Father Matthew Windle	Parish	Both
Mrs. Kimberly O'Doherty	Staff	Pandemic Crisis Response Team (in the principal's absence)
Mrs. Susan O'Connor	Staff	Both
Mrs. Nicole Carter	Faculty/Staff	Both
Mrs. Keri Rush	Faculty/Staff	Both
Mrs. Patricia Crossley	Faculty/Staff	Both
Mr. Carmen Anuzzi	Maintenance Supervisor	Both
Mrs. Kayte Toczykowski	Parents/School Board	Health and Safety Plan Development
Mr. Michael Sabatino	Parents/School Board	Health and Safety Plan Development
Mrs. Julie Gennaro	Board of Limited Jurisdiction	Health and Safety Plan Development
Mr. Christopher Tait	Parents/Board of Limited Jurisdiction	Health and Safety Plan Development
Mrs. Marge Burman	School Nurse	Health and Safety Plan Development

Explanation of Terms Used in this Document:

Faculty: Teachers of Prekindergarten through grade 8 and Specials Teachers (Music/Art, Physical Education, Technology, Spanish, Religious Enrichment, Educational Coach)

Staff: Principal, Admissions Director, Secretary, Teacher Aides, Intermediate Unit (Math/Reading Specialist, Speech Teacher, Counselor, and School Nurse), Cafeteria Employees, CARES Employees, Maintenance Supervisor, Maintenance Employees, Parent Volunteers

Social Distancing or Physical Distancing: keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces. Social distancing should be practiced in combination with other [everyday preventive actions](#) to reduce the spread of COVID-19, including [wearing masks](#), avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>)

Cohort: small groups (cohorting) that remain together while social distancing throughout each day, with limited mixing between groups. Each homeroom class at Queen of Angels School will become a cohort. Rather than students changing classes, specials teachers and subject area teachers in the middle school will instruct the students in their homerooms.

Nonessential Classroom Materials: items which take up extra space in the classroom, such as, rugs, extra bookcases, extra tables/desks, etc.

Face covering: "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, **and, for the purposes of the Order, can include a plastic face shield that covers the nose and mouth.** "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.

*Students – Updated August 17, 2020 by PA Department of Education

- All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.
- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and administration.
- Teach students and families how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face covering for meals and physical activity, and how to replace and maintain (washing regularly) a cloth face covering.
- Schools may allow students to remove face coverings when students are:
 - Eating or drinking when spaced at least 6 feet apart; or
 - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
 - At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.
- Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#face>

Symptoms of COVID-19: People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19: Fever or chills, cough, congestion or runny nose (other than seasonal allergies), shortness of breath or difficulty breathing (other than related to chronic health conditions, such as, asthma), fatigue, muscle or body aches (other than from physical activity), headache, new loss of taste or smell, sore throat, nausea or vomiting, and/or diarrhea. This list does not include all possible symptoms. CDC will continue to update this list.

Asymptomatic: people who do not have symptoms and do not know that they are infected with COVID-19. That's why it is important for everyone to wear masks in public settings and practice [social distancing](#) (staying at least 6 feet away from other people).

Quarantine: is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Visit <https://www.cdc.gov/coronavirus/2019-ncov> and <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12> for more COVID-19 information.

Key Strategies, Policies, and Procedures

Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirements	Action Steps under Moderate and Low Phase
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> • Clean and disinfect kitchen area, all furniture, all high touch areas, restrooms, hallways, instructional spaces, and office spaces daily and/or after utilized by a group. • Train Faculty/staff, food service staff, and school volunteers on social distancing and cleaning procedures. • Use of water fountains will not be permitted – water bottles will be utilized. • Hand sanitizers available throughout all buildings. • Ventilation in all classrooms and common areas by having windows open throughout the day and during all seasons with fans on for added air circulation.
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<ul style="list-style-type: none"> • Use of hand sanitizers throughout the school buildings. Students will sanitize their hands when they arrive in school, and again as they enter their classroom. • Disinfection of lavatories will take place every hour throughout the school day. • All nonessential classroom materials have been removed to maximize classroom space.

Social Distancing and Other Safety Protocols

Requirements	Action Steps under Moderate and Low Phase
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> • Extraneous classroom furniture has been removed in order to allow for the recommended 6’ distance between teacher and students, and between student and student. • All classrooms have been arranged so that students are faced in the same direction with desks distanced 6’ apart. • Teachers are required to wear a face covering. Common surfaces will be sanitized following instruction of a cohort. • Faculty/staff will implement social distancing in the faculty lounge and will have the windows opened and fans on for ventilation. During faculty meetings, 6’ distance will be practiced, and the wearing of masks/face shields will be required.

Requirements	Action Steps under Moderate and Low Phase
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> • Students in grades PreK – 8 will not eat lunch in the cafeteria but will eat with their cohort in the classroom. They will be instructed that no food sharing is permitted. In classrooms having students with nut allergies, that classroom will become a nut-free zone. • Nutritional Development System (NDS) will provide a packaged lunch to those students participating in the lunch program. • Plexi glass guard has been placed on the main office counter to protect the school secretary. • Floor signs in the cafeteria designate appropriate 6’ spacing in food lines. • All student desks are cleaned following the lunch period. Cafeteria staff will continue to follow proper hygiene practices, cleaning procedures, and food safety guidelines.
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> • Faculty, staff, and students are reminded consistently of the hygiene protocols suggested by the CDC of maintaining a 6’ distance from one another, wearing of face masks/shields, and washing hands for at least 20 seconds. If a member of the school community forgets his/her mask, one will be provided. • Teachers will remind and demonstrate to students the proper method of hand sanitizing. • Students are required to wash their hands before and after eating their lunch in the classrooms, after recess, and after use of the lavatory. • Classroom desks are sanitized before and after eating lunch. • Staff and students wear masks/face shields at all times including in common areas such as, at Mass, upon entering or leaving the building, when in hallways, and lavatories. • High touch areas such as doorknobs, handrails, light switches, and lavatories will be disinfected following the use by each cohort. • Students will use their own water bottles. • Travel in hallways or common areas will be staggered to mitigate contact with other cohorts.
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Signs will be posted on the main doors of the Upper and Lower School to indicate the required use of masks/ face shields in the building. • Signage reminding the school community of avoiding the spread of germs, proper hygiene practices, and social distancing protocols are posted throughout the Upper and Lower School buildings.
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> • Only faculty/staff and approved volunteers will be permitted to enter the building. • If a parent brings an item forgotten by their child, he/she will place the labeled item in a drop off bin at the main lobby front door and the secretary will then bring it to the designated student.

<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> • Recess and physical education classes will take place with individual cohorts. Cohorts will be assigned designated recess areas to avoid contact with other cohorts. • Discourage sharing recess equipment that is difficult to clean or sanitize. • Students will not be permitted to play contact sports. They will be reminded that 6' distance must be practiced, and masks/face shields must be worn. • From Director of CYO Athletics for the Archdiocese of Philadelphia, Matt Hasher: <i>For the safety of our players, students, parishioners, volunteers, and parents, competition for the 2020 CYO season will be suspended until further notice. No games or matches will take place between CYO programs.</i> • Conducting of band and chorus (virtual) activities are in process.
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> • Supplies will not be shared to eliminate the need of students using the same materials. Individual supplies will be provided for students or they may bring their supplies from home.
<p>Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> • Teachers will move from class to class, rather than students, therefore, travel in the hallways will be limited. • Lavatory schedules have been planned to lessen student interactions.
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> • Students are called for dismissal, one group at a time. Each student is reminded to wear their mask/face shield and abide by the social distance floor markers. • Local school districts have notified QOA of the transportation schedule.
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> • QOA utilizes the cohort method, keeping the same group of students together throughout the day. • For the first trimester, in order to eliminate the risk of cross-contamination, students will enjoy reading books from their homeroom library, rather than signing books out from the main school library. • Specials teacher will conduct class in the students' homeroom. • Grades 3-8 will utilize their personal Chromebook for technology instruction and the computer teacher will come to each homeroom. • Kindergarten through grade 2 students will go to the computer room for instruction. Each computer will be sanitized before the next group comes for instruction. • Back to School Nights will take place virtually. • Monthly liturgies will be conducted in Church using the 6' distance markers on pews. Cohorts will sit together. Grades kindergarten through grade 4 will attend together on one date and grades 5 through 8 will attend Mass together the following day in order to lessen the number of participants at Mass.
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<ul style="list-style-type: none"> • After school CARES program will continue. Lower School students will attend CARES in that building and K-8 students in the Upper School. All the protocols in place throughout the school day will be utilized in the CARES program. All who are involved in the CARES program will wear masks.
<p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Protocols and procedures will be evaluated on a monthly basis to ensure the safety of staff and students. • 6' x 4.5' plexiglass screens have been obtained for use in classrooms as an added protection.

Monitoring Student and Staff Health

Requirements	Action Steps under Moderate and Low Phase
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> School personnel and students must not come into school if they exhibit any of the COVID-19 symptoms. The following are the COVID-19 screening questions in accordance with the CDC: Has the staff member or student been in contact with a person suspected of or in contact with a person with a confirmed case of COVID-19? Does the staff member or student demonstrate any of the symptoms related to COVID-19 which include: fever (100.4 or higher), chills, cough, congestion or runny nose (other than seasonal allergies), shortness of breath or difficulty breathing (other than related to chronic health conditions, such as, asthma), fatigue, muscle or body aches (other than from physical activity), headache, new loss of taste or smell, sore throat, nausea or vomiting, and/or diarrhea. If the answer is yes to any of these screening questions, then the personnel member/student may not enter the school building and must return home. Staff members and students are encouraged to stay home if they are sick. They may participate in virtual teaching/learning if their health permits.
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> If a student, staff member, or visitor becomes sick or has been exposed to someone with COVID-19, he/she will be quarantined in a protected area in the main building. Once the sick person has left the school, the affected area will be sanitized and ventilated to resume operations. If a student, staff, or visitor becomes sick or has been exposed to someone with COVID-19 in the Lower School, he/she will be quarantined in the nurse's office on the second floor. Once the ill person leaves the building, the area will be sanitized and ventilated. A dismissal of the cohort and siblings of cohort members related to the suspected case of COVID-19 will be considered according to the local health official's guidance.
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> A person may only return to school after contracting COVID with an order from a licensed physician that said person is permitted to report to school. This staff, student, or visitor would participate in the daily digital monitoring of health, asking the COVID screening questions provided by the CDC. If they exhibit any of the signs of COVID they will not be permitted to enter the school building. If they do not, then they may resume their regular duties.
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<ul style="list-style-type: none"> Staff, families, and school community will be notified through the learning management system, Option C of any confirmed COVID cases according to HIPAA regulations. In addition, the school community will also be made aware of any revisions made to the Health and Safety Plan through the Option C system. School closures would occur with the recommendation of the Board of Health and the Office of Catholic Education.
<p>Other monitoring and screening practices</p>	<ul style="list-style-type: none"> Daily health checks and observations by staff members will help to keep the school community safe and COVID free. Parents' monitoring their child/ren's daily health and keeping them home when they are sick will help to keep the school community healthy and safe. If the weekly COVID-19 Health Monitoring form is not completed, the child/ren will not be permitted to enter the building until a parent has been contacted. Diligence by all in not coming to school when they are not feeling well will also help alleviate the spread of any threats to good health.

Other Considerations for Students and Staff

Requirements	Action Steps under Moderate and Low Phase
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> Those students whose health may be compromised have the option of participating in virtual live instruction. Live instruction will take place according to a particular grade level's schedule with a camera positioned so that the student has the capability to participate in class activities/discussions from home. Specifics for virtual learning instructions will be sent to virtual learners before the start of school. Staff members at risk may participate in the Federal Medical Leave Act for a period of 12 weeks. Protective portable screens have been obtained for each classroom as an added protection for teachers and students.
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> The entire school community is required to maintain a 6' distance and wear masks or face shields according to the mandate by PA Department of Health and the PA Department of Education.
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> The updated mandate of August 17, 2020 requires 6' distance and face coverings for everyone who works, attends, or visits Queen of Angels School.
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> Safety protocol for students with complex needs is the option to stay home and participate in online instruction.
Strategic deployment of staff	<ul style="list-style-type: none"> Faculty must report to their homerooms by 7:30 am. Upon arrival, students will go directly to their homerooms. There will be no morning assembly of the student body. Special teachers will monitor students for morning arrival and afternoon dismissal, reminding them to keep the required 6' distance from others. School secretary will monitor the digital submission of the weekly checklist by school personnel and students. Homeroom teachers will monitor students through observations of the student's health and when necessary send the student to the nurse or main office for a health check.

Health and Safety Plan Professional Development and Communications

The success of the 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.

Queen of Angels Regional Catholic School has disseminated the *Return to School Safety Plan* to Father Anthony Janton, pastor of Our Lady Help of Christians Parish, Father Matthew Windle, pastor of Saint David Parish, Office of Catholic Education for the Archdiocese of Philadelphia, school personnel members, Home and School Board, and the Board of Limited Jurisdiction for their review. Following their perusal of the plan, revisions have been made accordingly.

Faculty have reviewed and discussed implementation plans at the faculty meetings conducted on August 26 and 27, 2020. Follow-up will be conducted at subsequent faculty meetings or through email for the purpose of revising procedures and/or strategies of the plan. Any revision to the plan will be communicated to the school community through Option C.

Health and Safety Plan Launch Date: Monday, August 17, 2020