

**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 1/7/2021**

**Pandemic Coordinator/Team**

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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html), 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. Cohorts are groups of students that do not mix with other cohorts/groups of students throughout the school day. 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. **CDC does not recommend using face shields as a substitute for masks. Face shields have large gaps below and alongside the face, where your respiratory droplets may escape and reach others around you. Choose a face shield that wraps around the sides of your face and extends below your chin or a hooded face shield.** 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. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#recent-studies>

**\*Students – Updated December 18, 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. [Masks work best when everyone wears one.](#)
- 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.
- A mask is NOT a substitute for [social distancing](#). Masks should still be worn in addition to staying at least 6 feet apart, especially when indoors around people who do not live in your household.
- Wash your hands with soap and water for at least 20 seconds or use [hand sanitizer](#) with at least 60% alcohol after touching or removing your mask.

**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>, <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/default.aspx>, and <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf> for more COVID-19 information.

## Health and Safety Plan Directives

The success of the health and safety plan requires that all stakeholders adhere to the directives set forth by the CDC, PA Department of Health, and the Office of Catholic Education of the Archdiocese of Philadelphia.

Queen of Angels Regional Catholic School has disseminated the **Health and 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, Board of Limited Jurisdiction, and the local school districts.

Faculty/Staff are aware of revisions to the plan.

## Key Strategies, Policies, and Procedures

### Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirements	Action Steps
* <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>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Faculty/staff, food service staff, and school volunteers practice social distancing and disinfect high touch areas.</li> <li>• Water fountains are not permitted – water bottles are utilized.</li> <li>• Hand sanitizers available throughout all buildings.</li> <li>• 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.</li> </ul>
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>• Use of hand sanitizers throughout the school buildings. Students sanitize their hands when they arrive in school, and again as they enter their classroom.</li> <li>• Disinfection of lavatories takes place throughout the school day.</li> <li>• All nonessential classroom materials have been removed to maximize classroom space.</li> </ul>

### Social Distancing and Other Safety Protocols

Requirements	Action Steps
* <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>	<ul style="list-style-type: none"> <li>• There is no extraneous classroom furniture to allow for the recommended 6’ distance between teacher and students, and between student and student.</li> <li>• Classrooms have been arranged so that students are faced in the same direction with desks distanced 6’ apart.</li> <li>• Teachers wear a face covering throughout the day and utilize the portable 6’ x 4.5’ protective shield. Common surfaces are sanitized following instruction of a cohort.</li> <li>• Faculty/staff practice social distancing in the faculty lounge and open windows for ventilation. During faculty meetings, 6’ distance and wearing of masks is practiced.</li> </ul>
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<ul style="list-style-type: none"> <li>• Students in grades PreK – 8 do not eat lunch in the cafeteria but eat with their cohort in the classroom. No food sharing is permitted. In classrooms having students with nut allergies, that classroom will become a nut-free zone.</li> <li>• Nutritional Development System (NDS) continues to provide lunch to those students participating in the lunch program.</li> <li>• Plexi glass guard has been placed on the main office counter to protect the school secretary.</li> <li>• All student desks are cleaned following the lunch period. Cafeteria staff continue to follow proper hygiene practices, cleaning procedures, and food safety guidelines.</li> </ul>

## Social Distancing and Other Safety Protocols

<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>• Faculty, staff, and students consistently adhere to the hygiene protocols suggested by the CDC of maintaining a 6' distance from one another, wearing of face masks, and washing hands for at least 20 seconds. If a member of the school community forgets his/her mask, one is provided.</li> <li>• Teachers remind students to hand sanitize at various intervals throughout the school day.</li> <li>• Students are required to wash their hands before and after eating their lunch in the classrooms, after recess, and after use of the lavatory.</li> <li>• Classroom desks are sanitized before and after eating lunch.</li> <li>• Staff and students always wear face masks including in common areas such as, at Mass, upon entering or leaving the building, when in hallways, and lavatories.</li> <li>• High touch areas such as doorknobs, handrails, light switches, and lavatories are disinfected following the use by each cohort.</li> <li>• Students use their own water bottles.</li> <li>• Travel in hallways or common areas is staggered to mitigate contact with other cohorts.</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>• Signs are posted on the main doors of the Upper and Lower School to indicate the required use of face masks in the building.</li> <li>• 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.</li> </ul>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>• Only faculty/staff and approved volunteers are permitted to enter the building.</li> <li>• If a parent brings an item forgotten by their child, he/she places the labeled item in a drop off bin at the main lobby front door and the secretary then brings it to the designated student.</li> </ul>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>• Recess and physical education classes occur with individual cohorts. Cohorts are assigned designated recess areas to avoid contact with other cohorts. Students sanitize their hands before and after recess.</li> <li>• Basketball at recess has been discontinued. Students wear masks during recess.</li> <li>• Mr. Matt Hasher, Director of CYO Athletics has cancelled CYO sports until further notice.</li> <li>• Band activities follow CDC musician guidelines. Chorus practices are conducted virtually.</li> </ul>
<p><b>Limiting the sharing of materials among students</b></p>	<ul style="list-style-type: none"> <li>• Supplies are not shared to eliminate the need of students using the same materials. Individual supplies are provided for students or they bring their supplies from home.</li> </ul>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<ul style="list-style-type: none"> <li>• Teachers move from class to class, rather than students, therefore, travel in the hallways is limited.</li> <li>• Lavatory schedules have been planned to lessen student interactions.</li> </ul>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>• Students are called for dismissal, one group at a time. Each student is reminded to wear their face mask and abide by the social distance floor markers.</li> <li>• Local school districts provide transportation services and comply with CDC guidelines.</li> </ul>

## Social Distancing and Other Safety Protocols

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<ul style="list-style-type: none"> <li>• QOA utilizes the cohort method, keeping the same group of students together throughout the day.</li> <li>• To eliminate the risk of cross-contamination, students enjoy reading books from their homeroom library, rather than signing books out from the main school library.</li> <li>• Specials teacher conduct class in the students' homeroom.</li> <li>• Students utilize their personal Chromebook/iPad for technology class and the computer teacher instructs students in their homeroom. Should a class utilize the computer lab, upon completion of their class, equipment is sanitized before the next group comes for instruction.</li> <li>• Back to School Nights and parent/teacher conferences were conducted virtually.</li> <li>• Two monthly liturgies are celebrated at Saint David Church for half the student body one day and the other half the following day to lessen the number of participants at Mass. Cohorts sit together using the 6' distance markers on pews.</li> </ul>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<ul style="list-style-type: none"> <li>• Before and after school CARES program continues. Lower School students attend CARES in that building and K-8 students in the Upper School. All the protocols in place throughout the school day are utilized in the CARES program. All who are involved in the CARES program wear masks.</li> </ul>
<p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>• Protocols and procedures are evaluated regularly to ensure the safety of staff and students.</li> <li>• Teachers utilize a portable 6' x 4.5' plexiglass screen for added protection.</li> </ul>

## Monitoring Student and Staff Health

Requirements	Action Steps
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>• 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 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. <b>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.</b></li> <li>• Staff members and students are encouraged to stay home if they are sick. They may participate in virtual teaching/learning if their health permits.</li> </ul>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 conference room on the first floor. Once the ill person leaves the building, the area will be sanitized and ventilated.</li> <li>• 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.</li> </ul>

## Monitoring Student and Staff Health

<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• This staff, student, or visitor would participate in the weekly 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 exhibit signs of COVID, then they may resume their regular duties.</li> </ul>
<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>• Staff, families, and school community are notified through the learning management system, Option C of any confirmed COVID cases according to HIPAA regulations. In addition, the school community is notified of any revisions made to the Health and Safety Plan through the Option C system.</li> <li>• School closures occur with the recommendation of the Board of Health and the Office of Catholic Education.</li> </ul>
<p><b>Other monitoring and screening practices</b></p>	<ul style="list-style-type: none"> <li>• Daily health checks and observations by staff members help to keep the school community safe and COVID free.</li> <li>• Parents' monitoring their child/ren's daily health and keeping them home when they are sick helps to keep the school community healthy and safe. If the weekly COVID-19 Health Monitoring form is not completed, the child/ren is not permitted to enter the homeroom until a parent has been contacted.</li> <li>• Diligence by all in not coming to school when they are not feeling well alleviates the spread of threats to good health.</li> <li>• If a QOA student has been in contact with a person with COVID, the recommendation is that the child attend classes virtually. Please refer to exact guidelines found at <a href="https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf">https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf</a></li> </ul>

## Other Considerations for Students and Staff

Requirements	Action Steps
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>• Those students whose health may be compromised exercise the option of participating in virtual live instruction. Live instruction takes 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 are communicated to virtual learners on a daily/weekly basis.</li> <li>• Staff members at risk may participate in the Federal Medical Leave Act for a period of 12 weeks. Protective portable screens are utilized in each classroom as an added protection for teachers and students.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>• The entire school community is required to maintain a 6' distance and wear masks according to the mandate by PA Department of Health and the PA Department of Education.</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>• QOA continues to require 6' distance and face coverings for everyone who works, attends, or visits the school.</li> </ul>
<p><b>Unique safety protocols for students with complex needs or other vulnerable conditions</b></p>	<ul style="list-style-type: none"> <li>• Students with complex needs exercise the option to stay home and participate in online instruction.</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>• Faculty report to their homerooms by 7:30 am. Upon arrival, students go directly to their homerooms. Morning assembly of the student body has been discontinued.</li> <li>• Special teachers monitor students for morning arrival and afternoon dismissal, reminding them to keep the required 6' distance from others and wear their mask.</li> <li>• Designated personnel monitor the digital submission of the weekly checklist by school employees and students.</li> <li>• Homeroom teachers 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.</li> </ul>