



New Academy Charter School

Phased School Reopening

Health and Safety Plan

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions.

**Purpose:**

It is the purpose of the New Academy Charter School to promote procedures which help to safeguard individuals from the spread of communicable diseases. The most important consideration is the health and safety of students and employees.

The Charter School has strived to successfully balance the desire to open our school to students while taking the practical steps necessary to help mitigate risks to that same population and our community. This plan has been designed with stakeholder input and can, and will be, amended as our regional circumstances change.

Authority:

The Board of School Directors of the New Academy Charter School is committed to maintaining a safe and healthy environment for its staff and students. Prevention of communicable disease transmission in school requires special attention. Therefore, it shall be the practice of the Charter School to provide information and develop procedures to assist in risk mitigation efforts and develop processes to better avoid the spread of communicable disease.

Responsibility:

Under the direction of the Pandemic Coordinator, the Pandemic Team of the New Academy Charter has developed this Health and Safety Plan that includes procedures, developed in consultation with appropriate medical professionals, for implementing this policy. The requirements and guidance of this document are to be implemented and enforced by the New Academy Charter School Administration, supervisory personnel, and all staff responsible for the care of students.

Guidelines:

Controls have been recommended by the US/PA Department(s) of Health, the Centers for Disease Control (CDC) for "social distancing" to minimize the spread of the virus that causes COVID-19. The New Academy Charter School will make a good faith effort to follow CDC, Department of Health, and the Pennsylvania Department of Education (PDE) Guidelines/Recommendations for schools. There may be circumstances when actions conflict with the recommended practice. The guidelines contained herein are designed to maintain a healthy and productive environment and help prevent the spread of disease even in these instances.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

Health and Safety Plan: [The New Academy Charter School](#)

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

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

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

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

Type of Reopening

Key Questions

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

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

- ☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels Virtual learning).
- ☒ Blended reopening that balances in-person learning and Virtual learning for all students (i.e., alternating days or weeks). The New Academy Charter School will provide remote learning for the first 90 days.
- ☐ Total Virtual 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): October 29th

A copy of the 2020-2021 approved school calendar is available by clicking the link below:

<https://drive.google.com/file/d/1AwK44PS0IO7ftg9fjqOtstsFpDexr1x0/view?usp=sharing>

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 the local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Kristen Harpster	NACS Administration	Pandemic Coordinator
Jamie Hopkins	NACS Administration	Both
Chelsea Doran	NACS Administration	Both
Sal Costanzo	NACS Administration	Both
Bill Styche	NACS Administration	Both
Chris Sackett	NACS Technology	Health and Safety

Frank Wentzel	NACS Maintenance Supervisor	Both
Bryan Blackburn	NACS Food Service Director	Both
Talia Booker	NACS College and Career Readiness Counselor	Health and Safety
Sam Roach	NACS Transportation	Both
Kyle Edgar	NACS Teacher	Health and Safety
Ashley Clark	NACS Teacher	Healthy and Safety
Carol Wehner	NACS Nurse	Both
Robert Spears	NACS Business Office	Both
Thersea Scott	Parent	Health and Safety

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
New Academy Charter School (NACS) will utilize the custodian to clean building daily. All areas will be sanitized prior to students/staff return. The custodian will clean high touch areas each morning and afternoon, minimally.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
The Pandemic Coordinator, along with the secretary, will secure supplies through trusted, reputable vendors. State purchasing opportunities will be evaluated as presented.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
Every area of use, in the building, will be cleaned daily. All high-touch areas will be cleaned multiple times per day, including van interiors. When feasible, ventilation will be increase in classroom areas and communal spaces (gym, cafeteria, etc.) through fresh air ventilation (windows) and open doors
- What protocols will you put in place to clean and disinfect throughout an individual school day?
Staff will have access to sanitizing wipes and other sanitization supplies for daily use on student desks, classroom doorknobs, and other high touch classroom areas. The custodian is assigned specific building areas to clean during his daily shift. Water fountains will be converted to refillable water stations.
- 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 staff will be aware of cleaning procedures and classroom level responsibilities during the August in-service and again in November. The custodian is already trained in proper cleaning techniques. Staff providing transportation will receive support in the implementation of a checklist of daily cleanings before and after students depart the vehicle.

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)
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<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Building Cleaning: The custodian will follow a developed checklist of items / areas to sanitize on a daily basis, with a special focus on high touch areas.</p> <p>Custodial staff will sanitize and/or disinfect all areas of the buildings with special attention to tools, workstations and equipment, screens, buttons, doorknobs, cafeterias, restrooms, common surface areas, and computer keyboards.</p> <p>Sanitizing sprayer and or fogger will be used to clean shared objects and shared areas.</p> <p>Sanitization Wipes or other approved cleaning agent will be used to treat shared touch sensitive objects in classrooms / offices.</p> <p>Custodial staff will wear disposable gloves, eye protection and masks when cleaning and disinfecting.</p> <p>Custodial staff will follow the instructions on the product label to ensure safe and effective use.</p> <p>Custodial staff will ensure proper ventilation during the use of products.</p> <p>Custodial staff will ensure that chemicals are stored out of reach of students and animals.</p> <p>When on an A/B schedule the school will have a deep cleaning on Friday of each week.</p> <p>Van Cleaning Protocol: Vans will be cleaned twice daily after students depart in the morning and afternoon</p> <p>Vans will be ventilated (doors and windows opened) while being cleaned and disinfected.</p> <p>High-contact surfaces will be cleaned frequently, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, stanchions and lower bus windows.</p> <p>Buses will be routinely cleaned after use, including removal of garbage, dust mopping and wet mopping floors, dusting, spot cleaning visibly soiled surfaces, and cleaning spills. etc.</p> <p>Fountains: Fountains will be shut off; bottle filling stations will be installed. The school will purchase reusable water bottles for students and students will encouraged to use them. Bottles will be labeled with each student's name to discourage to sharing.</p>	<p>Building Cleaning: The custodian will follow a developed checklist of items / areas to sanitize on a daily basis, with a special focus on high touch areas.</p> <p>Custodial staff will sanitize and/or disinfect all areas of the buildings with special attention to tools, workstations and equipment, screens, buttons, doorknobs, cafeterias, restrooms, common surface areas, and computer keyboards.</p> <p>Sanitizing sprayer and or fogger will be used to clean shared objects and shared areas.</p> <p>Sanitization Wipes or other approved cleaning agent will be used to treat shared touch sensitive objects in classrooms / offices.</p> <p>Custodial staff will wear disposable gloves, eye protection and masks when cleaning and disinfecting.</p> <p>Custodial staff will follow the instructions on the product label to ensure safe and effective use.</p> <p>Custodial staff will ensure proper ventilation during the use of products.</p> <p>Custodial staff will ensure that chemicals are stored out of reach of students and animals.</p> <p>When on an A/B schedule the school will have a deep cleaning on Friday of each week.</p> <p>Van Cleaning Protocol: Vans will be cleaned twice daily after students depart in the morning and afternoon</p> <p>Vans will be ventilated (doors and windows opened) while being cleaned and disinfected.</p> <p>High-contact surfaces will be cleaned frequently, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, stanchions and lower bus windows.</p> <p>Buses will be routinely cleaned after use, including removal of garbage, dust mopping and wet mopping floors, dusting, spot cleaning visibly soiled surfaces, and cleaning spills. etc.</p> <p>Fountains: Fountains will be shut off; bottle filling stations will be installed. The school will purchase reusable water bottles for students and students will encouraged to use them. Bottles will be labeled with each student's name to discourage to sharing.</p>	<p>Maintenance Supervisor</p>	<p>Health and Safety Grant (COVID) Disinfectant, latex gloves, PPE gown, PPE plastic shield, PPE gloves, masks, Sanitizing Wipes, Sanitizing mist sprayer, Fogger, EPA-Registered household cleaners, Approved Computer cleaner and disinfectant, Bottle Filling stations, and sports bottles for each student</p>	<p>Y – faculty & staff</p> <p>Custodian needs training in use of sanitizing mister/fogger, how to mix and use various cleaners</p> <p>Transp. – support to develop cleaning routine</p>
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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>Vans will be cleaned twice daily after students depart in the morning and afternoon</p>				

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>The custodian will follow a weekly schedule to clean/sanitize custodial equipment.</p> <p>Students cleaning their space prior to exiting is an effective way to promote cleanliness.</p> <p>Each classroom will be equipped with one-time use sanitizing wipes (ex: Clorox Wipes). When students leave the classroom, they are to disinfect their desk / area.</p> <p>If the building or any van that had a reported positive case within its confines will be sanitized and disinfected with the appropriate products.</p> <p>The building will be closed for a minimum of two days (next cohort).</p> <p>Any student transportation vehicle that has a reported case will be taken off the road immediately to be sanitized and disinfected with the appropriate products.</p> <p>Classroom Doors will be left open when it is safe to do so to reduce touch points and increase natural ventilation.</p>	<p>The custodian will follow a weekly schedule to clean/sanitize custodial equipment.</p> <p>Students cleaning their space prior to exiting is an effective way to promote cleanliness.</p> <p>Each classroom will be equipped with one-time use sanitizing wipes (ex: Clorox Wipes). When students leave the classroom, they are to disinfect their desk / area.</p> <p>If the building or any van that had a reported positive case within its confines will be sanitized and disinfected with the appropriate products.</p> <p>The building will be closed for a minimum of two days (next cohort).</p> <p>Any student transportation vehicle that has a reported case will be taken off the road immediately to be sanitized and disinfected with the appropriate products.</p> <p>Classroom Doors will be left open when it is safe to do so to reduce touch points and increase natural ventilation.</p>	<p>Maintenance Supervisor</p> <p>Staff and Students</p>	Disinfectant, Sanitizing Wipes	Y –Staff and Students

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread? Classrooms will be organized to minimize/eliminate face-to-face student proximity of less than 6 feet to the maximum extent feasible. Classroom stations will be set up for 1-2 student users. Otherwise, student workstations will be spread out to the greatest extent feasible with egress / safety as a priority in design. To further mitigate the spread of infection seats will be arranged so that students will face the same direction, where 6 feet distance cannot be maintained such as smaller classrooms screens or dividers will be installed.
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? We will begin the year off virtual/remote learning. However, when we return, we will function on a hybrid/blended learning schedule where students will be in two groups based on their grade level. They will attend 2 days of face-to-face learning and 3 days of virtual learning where the student will be at home. We will implement a block schedule to

limit transitions between classes. Students will attend all courses (Core, PE/Health, Lunch and Electives/Intervention) over a 2-day cycle. Transitions through the hallways will be staggered to limit the amount of contact between both students and staff. On the days that students are not in the building they will participate in the Virtual Learning Platform. The number of occupants in communal in communal spaces will be limited, and 6-foot distance will be maintained between students.

2020-2021 Hybrid Learning Schedule
as a result of COVID-19 Worldwide Pandemic

Group A: 11th and 12th Grade

<u>Monday/Tuesday</u>	<u>Wednesday/Thursday</u>	<u>Period Time</u>	<u>Friday</u>
Face-to-Face Learning	Virtual Learning	8:00-9:27	Virtual Learning Teacher PLC Collaboration Teacher Office Hours & Professional Responsibilities Teacher Planning Individualized Tutorial & Interventions Cleaning and Preparation
Face-to-Face Learning	Virtual Learning	9:30-10:42	
Face-to-Face Learning	Virtual Learning	10:45-11:15	
Face-to-Face Learning	Virtual Learning	11:15-11:45	
Face-to-Face Learning	Virtual Learning	11:48-1:00	
Face-to-Face Learning	Virtual Learning	1:03-2:15	

Group B: 8th, 9th, and 10th Grade

<u>Monday/Tuesday</u>	<u>Wednesday/Thursday</u>	<u>Period Time</u>	<u>Friday</u>
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Virtual Learning	Face-to-Face Learning	8:00-9:27	Virtual Learning Teacher PLC Collaboration Teacher Office Hours & Professional Responsibilities Teacher Planning Individualized Tutorial & Interventions Cleaning and Preparation
Virtual Learning	Face-to-Face Learning	9:30-10:42	
Virtual Learning	Face-to-Face Learning	10:45-11:15	
Virtual Learning	Face-to-Face Learning	11:15-11:45	
Virtual Learning	Face-to-Face Learning	11:48-1:00	
Virtual Learning	Face-to-Face Learning	1:03-2:15	

2020-2021 School Year

Bell Schedule Day 1/Day 2

Period	Time
1	8:00 – 9:27
2	9:30 – 10:42
3	10:45 – 11:15 Lunch A/SEL
4	11:15 – 11:45 Lunch B/SEL
5	11:48 – 1:00
6	1:03 – 2:15

- What policies and procedures will govern use of other communal spaces within the school building?
Classroom groups will eat together utilizing cafeteria/classroom. Cafeteria use will be decreased so that students are not facing each other while eating. Plexiglas dividers would be used if needed when there is an increase in enrollment. Other communal spaces will be used as needed to further distance students. Additional tables will be purchased for the cafeterias as needed. Outdoor spaces will be used for activities such as Physical Education to provide more space safely.
- How will you utilize outdoor space to help meet social distancing needs?

Physical Education can be held outdoors as weather permits.

- What hygiene routines will be implemented throughout the school day?
Regular handwashing/ sanitizing as students enter/exit and transition during each day and before and after meals. Hygiene routines in each school will be established via posted procedures for handwashing (where, when, and how) and use of hand sanitizers. Bathroom breaks will be scheduled and monitored to adhere to social distancing guidelines.
- How will you adjust student transportation to meet social distancing requirements?
Limit seating on vans and only allow families to sit together. Provide drivers PPE, cleaning supplies, and thermometers to checks student's temperatures before entering the van each day and logging. If a students' temperature reads 100.4 °F, then the teacher will suggest the student stays home and will make contact with the parent. Student transportation will also be adjusted. Assigned seating will be established and students will be required to sit one to a seat, close to a window. Strict guidelines of entering and exiting the plan will be followed and maintained with those assigned to backseats loaded first, and the opposite being followed when vehicles are unloaded.
- What visitor and volunteer policies will you implement to mitigate spread?
Visitors will be permitted only with special permission from the Director of School Operations and the building principal (in the green phase only).
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
No, the New Academy Charter School serves only secondary students. Student transitions will occur more frequently at the HS level. Stair use will be streamlined to minimize cross traffic.
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?
All staff will be trained on expectations for social distancing at the start of the school year and reminders will be given monthly. Regular safety meetings will take place twice per month to discuss any challenges / successes.

CDC COVID-19 Print Resources

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Under the Yellow Phase all students will follow a Virtual Learning schedule. Students will be provided a computer and if needed, a MIFI to provide internet access in their home. Teachers will provide education from a distance using the Schoology platform; this platform will consist of Google classroom, assignments, face to face virtual meetings, tutorials, phone calls and additional support if needed.</p> <p>Virtual Learning Summer School will be offered in the Yellow Phase.</p> <p>The Charter School will continue to evaluate and implement updated guidance from CDC, PA Department of Health and local medical professionals.</p>	<p>For the first 9 weeks students will follow a Virtual Learning schedule, if needed the Virtual Learning schedule may be extended for the first 90 days. Students will be provided a computer and if needed, a MIFI to provide internet access in their home. Teachers will provide education from a distance using the Schoology platform; this platform will consist of Google classroom, assignments, face to face virtual meetings, tutorials, phone calls and additional support if needed.</p> <p>Once students return to the building, reduced classroom seating to allow for 6 feet of separation between students. Students will follow a blended learning model where they will attend school two days and receive virtual learning for three days. When students are in the building, they will follow a block schedule.</p> <p>Classroom seating will be arranged so that students will be facing the same direction. Where a 6-foot separation cannot be maintained, such as in labs and shops with fixed equipment, screens or dividers will be installed.</p> <p>The charter school will continue to evaluate and implement updated guidance from CDC, PA Department of Health and local medical professionals.</p>	<p>Building Principal</p> <p>School Custodians</p> <p>Building Maintenance</p>	<p>Additional learning spaces</p> <p>Dividers</p>	<p>Y-School Principal and custodian will be trained and assistance will be provided to guide classroom set-up</p>

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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	None will be needed in this phase (Virtual Learning); students will not be in the building. Students will be delivered bagged lunches.	<p>Once students return Virtual Learning Platform:</p> <p>Available cafeteria seating cut to 25% of normal occupancy.</p> <p>Library seating and open classroom seating made available to staff and students in limited numbers based on supervision available.</p> <p>If enrollment increases, cafeteria seating altered (75% of occupancy) to allow for less seats and/or with installation of Plexiglas barriers lengthwise down each table.</p> <p>The number of occupants in cafeteria and gymnasiums will be limited.</p>	Food Service Director and Maintenance Director	Plexiglas barriers.	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	None will be needed in this phase (Virtual Learning); students will not be in the building. Students will be delivered bagged lunches.	<p>Students wash hands / sanitize as they enter the building, before and after each class and before and after each meal and as they depart for the day. Focus will be on proper technique and duration (20 seconds).</p> <p>Procedures for immediate handwashing and the use of hand sanitizers will be established.</p> <p>Students and staff will be required to wash hands with soap and water before and after eating.</p> <p>Any existing hand sanitizer stations will be repaired if necessary and filled on a daily basis.</p> <p>Respiratory etiquette will be required; covering of the mouth and nose when coughing or sneezing will be communicated to and followed by students and staff.</p>	All School Employees	<p>Soap, sanitizer, dispensers</p> <p>COVID-19 Video to show parents how the school will operate once students are back in the building</p> <p>Charter School will develop a COVID-19 handbook to explain rules day-to-day operations</p> <p>Charter School will develop on COVID-19 Online Virtual Learning Handbook for Parents and Students</p>	Y training for staff and students on process, frequency

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>CDC Guidance posted around each classroom, office, cafeteria and entrance:</p> <ul style="list-style-type: none"> -Help Protect Yourself and Others from COVID-19 -Stop the Spread of Germs -Please Read Before Entering -Stop: Feel Sick? -Wash Your Hands! <p>Teachers will support the CDC guidelines via virtual learning through banners, reminders, posts etc... on the online platform.</p> <p>A variety of social distancing posters and signs will be located in and outside of buildings.</p>	<p>CDC Guidance posted around each classroom, office, cafeteria and entrance:</p> <ul style="list-style-type: none"> -Help Protect Yourself and Others from COVID-19 -Stop the Spread of Germs -Please Read Before Entering -Stop: Feel Sick? -Wash Your Hands! <p>Teachers will support the CDC guidelines via virtual learning through banners, reminders, posts etc... on the online platform.</p> <p>A variety of social distancing posters and signs will be located in and outside of buildings.</p>	Classroom Teacher, Secretary, Principal and Assistant Principal, Pandemic Coordinator	Printed and laminated copies	N

<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>No non-essential visitors or volunteers are not permitted in building.</p>	<p>Only permitted by special permission of administration. Anyone entering building must undergo brief health survey and temperature scan with data recorded by time, purpose, date, destination and responsible person.</p> <p>Visitor access (including parents and outside visitors) will be limited and strictly controlled. All visitors will be required to wear masks/face coverings at all times while on school grounds.</p> <p>Visitors and parents will not be permitted to escort students into school. Appointments must be made in advance.</p> <p>All visitors who need to enter a building will be required to have a temperature check.</p>	<p>Principal, Assistant Principal, Secretary, Pandemic Coordinator, district staff</p>	<p>Electronic log maintained by charter school secretary, temperature log</p>	<p>Y for secretary / Raptor Training</p>
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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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	All PE classes will be held on a Virtual Learning Platform.	<p>When students return from the Virtual Learning Platform: PE outdoors as weather permits.</p> <p>Limited use of hand held equipment.</p> <p>Any shared items sanitized between uses.</p> <p>No activities that require close contact.</p> <p>The New Academy Charter School will work collaboratively with the student's home school district and the PIAA, local school districts, and other related organizations in determining what sports teams may be participating with the start of the 2020-2021 school year.</p>	Classroom teachers, Administrators Students who play sports home districts	Sanitization Supplies	Y /PE staff
Limiting the sharing of materials among students	No shared supplies/ resources/ devices.	<p>Where feasible supplies and materials will not be shared among students, and students will be encouraged to wash their hands before and after use. All students maintain own classroom supplies.</p> <p>No shared technology/devices.</p> <p>Daily cleaning of any shared classroom resources.</p>	Classroom teacher	Additional student supplies, boxes to organize supplies	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.	<p>When students return from the Virtual Learning Platform:</p> <p>Minimize need for use of communal spaces and hallways. Hallway transitions staggered, “Be Right, Stay Right” enforced, One-way stair use.</p> <p>To the greatest extent possible, students will remain in the same classroom with teachers rotating in.</p> <p>Block schedule where students rotate between only a few classrooms and one part of the building.</p> <p>Hallways and stairwells will be marked for social distancing and one-way traffic will be implemented where feasible.</p> <p>Hallway traffic patterns will be established to keep people spaced apart.</p> <p>A staggered dismissal time should be established with students who are bused dismissed first, followed by walkers.</p>	Classroom teacher, Support Staff, and Administration	Directional Signs, Additional cleaning supplies and manpower	Y Principal for scheduling expectations School custodian for cleaning protocols

<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.</p>	<p>When students return from Virtual Learning Platform:</p> <p>Student pick-up/drop-off will consist of a staggered transportation schedule.</p> <p>Families may be seated together.</p> <p>As feasible, the charter school will review existing transportation routes and will make a determination prior to the start of the 2020-2021 year if rosters and/or pickups can be altered to increase social distancing during transportation routes.</p> <p>Parents/Guardians will be encouraged not to place their child on any of the school vans if they have any sign of illness. If a child develops any COVID-19 related symptoms during the school day, a parent / guardian will be required to them up from school.</p> <p>All students will be required to wear a mask/shield and sit one student per seat on the school vehicle. (Students with IEP & 504 Plans and/or substantiated medical conditions will have exceptions)</p> <p>Students will need to sit closest to the window.</p> <p>No more than 3 students per van will be assigned to each van.</p> <p>When unloading students from the van, students that are seated in front, closest to the driver, should be unloaded first and then work to the back of the van. When loading students on the van, students that are seated in the rear, farthest from the driver should be loaded first and then work to the front of the van.</p> <p>Daily attendance of students riding will be taken.</p> <p>Students temperatures will be taken upon entry of the van and recorded. If the student's temperature is above 100.4 the student's parent/guardian will be notified and the student will not enter the van for school.</p>	<p>Transportation Director, Transportation Provider (Teachers)</p>	<p>PPE for van drivers. Sanitizer for vans Sanitizing mist/fogger for van, sanitization supplies for vans.</p>	<p>Y/ proper use of sanitizer mist on vans</p>
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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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.	<p>When students return from Virtual Learning Platform:</p> <p>Classroom limit of up to 12 students, assuming 6 ft. of space is feasible</p> <p>High School Block Scheduling.</p>	Building Principal, Assistant Principal	1 to 1 technology for students 8 -12	Y/teachers and Admin video recording / posting, Blocked Scheduling/Blended Learning

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.	<p>No onsite childcare provided</p> <p>Blending Learning Model- 2 days in the building, 3 days Virtual Learning</p> <p>Update transportation schedules to minimize student wait time.</p> <p>No alteration of calendar</p>	Principal, Assistant Principal, Transportation director	N/A	N
Other social distancing and safety practices	Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.	<p>Students will be screened for fevers daily as they enter the van and the building.</p> <p>Students will be screened for fevers throughout the day if necessary.</p> <p>The charter school will not recognize Perfect Attendance Awards.</p> <p>Should open houses or gatherings be permitted, the charter school will communicate social distancing and safety expectations for all attendees and participants.</p>	Pandemic Coordinator, Principal, Assistant Principal	No Touch Thermometers	Y Use of Thermometers, Guidance for performance gatherings

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? [Temperature checks will be encouraged to be completed by the parent/guardian prior to school to ensure no fever is present before sending to school. The van driver \(teacher\) will also check student's temperature before the student enters the van. Temperature scanning will be completed upon arrival to school of all students, staff and faculty.](#)
- 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 will be encouraged prior to coming to school by caregiver, prior to entering the van, and also upon arrival to school and as needed throughout the day.](#)
- 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 member, student or any other member of the school community becomes ill \(temp. > 100.4\) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines.](#)
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? [Administration and/or School Nurse](#)
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to return? [A doctor's note allowing return to school is the preferred option however persons with COVID-19 symptoms or exposure may return following the CDC guidelines](#)
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return? [Follow CDC guidelines or doctor's note. If students are uncomfortable returning, Virtual learning will be an option.](#)
- 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? [Written correspondence will be provided to necessary individuals. Changes in the Health and Safety Plan will be announced via school messenger, social media and New Academy Charter School's website.](#)
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? [Guidance will be provided to all staff related to symptoms. Training will occur in August 2020 prior to the restart of school.](#)

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<p>Temperature screening will be completed upon arrival to school to all staff and faculty.</p> <p>Staff will be encouraged to report concerning contacts with high risk individuals or locations.</p> <p>Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.</p>	<p>Temperature checks will be encouraged to be completed by caregiver prior to school to ensure no fever is present before sending to school.</p> <p>Temperature screening will be completed upon entering the van and arrival to school of all students, staff and faculty.</p> <p>Monitoring will be encouraged prior to coming to school by caregiver and also upon arrival to school as well as needed throughout the day.</p> <p>Staff and parents will be encouraged to report concerning contacts with high risk individuals or locations.</p>	Pandemic Coordinator and Maintenance Supervisor	Thermometers, Temperature scanning system, PPE, sanitizer, alcohol wipes	Y In-service Training

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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>If a staff member or any member of the school community becomes ill (temp. > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines.</p> <p>These rooms will be disinfected immediately after the potentially infected person has vacated the space.</p>	<p>If a staff member or student or any member of the school community becomes ill (temp. > 100.4, cough, shortness of breath) during the school day, they will be placed in an isolation room and sent home ASAP. A doctor's note allowing return to school is the preferred option, however persons with COVID-19 symptoms or exposure may return following the CDC guidelines.</p> <p>These rooms will be disinfected immediately after the potentially infected person has vacated the space.</p> <p>Receptacle for proper disposal of trash from the quarantine room and proper cleaning protocols for the isolation room.</p> <p>Communication to families and staff about the quarantine room protocol</p>	<p>Pandemic Coordinator</p> <p>Maintenance Supervisor</p>	Additional nurse office furniture. PPE, cleaning supplies	Y In-service Process for sending, notifying parents

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Determine if a person was in contact with or lives with someone who is already positive for COVID-19.</p> <p>If yes, recommend follow up with a physician to request testing. If test result is positive then Isolate at home for 14 days and symptom free for the previous 72 hours before returning/</p> <p>If test result is negative then must be symptom free for 72 hours prior to return.</p> <p>If not tested, but was within six feet for 15 minutes, a person must quarantine for 10-days and be symptom free 72 hours prior to their return.</p> <p>If not tested, but was not within six feet for 15 minutes, the person must be symptom free for 72 hours prior to their return</p> <p>Students missing extended periods of time will be provided Virtual learning options.</p>	<p>Determine if a person was in contact with or lives with someone who is already positive for COVID-19.</p> <p>If yes, recommend follow up with a physician to request testing. If test result is positive then Isolate at home for 14 days and symptom free for the previous 72 hours before returning/</p> <p>If test result is negative then must be symptom free for 72 hours prior to return.</p> <p>If not tested, but was within six feet for 15 minutes, a person must quarantine for 10-days and be symptom free 72 hours prior to their return.</p> <p>If not tested, but was not within six feet for 15 minutes, the person must be symptom free for 72 hours prior to their return</p> <p>Students missing extended periods of time will be provided Virtual learning options.</p>	<p>Nurse</p> <p>Pandemic Coordinator</p>	<p>N/A</p>	<p>N</p>
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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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Any school closure, change in school calendar or change in protocols will be available via:</p> <ul style="list-style-type: none"> -Written correspondence -School Messenger -Social Media -Charter School's Web Page <p>The Health Services Department will collaborate with the Administration, along with considering recommendations and orders from the State and Local Departments of Health, Office of the Governor, CDC, and the PA Department of Education when considering changes in safety protocols.</p> <p>Notification to staff, families, and the public of these changes and/or school closure will be disseminated utilizing the school's school messenger system.</p>	<p>Any school closure, change in school calendar or change in protocols will be available via:</p> <ul style="list-style-type: none"> -Written correspondence -School Messenger -Social Media -Charter School's Web Page <p>The Health Services Department will collaborate with the Administration, along with considering recommendations and orders from the State and Local Departments of Health, Office of the Governor, CDC, and the PA Department of Education when considering changes in safety protocols.</p> <p>Notification to staff, families, and the public of these changes and/or school closure will be disseminated utilizing the school's school messenger system.</p>	Pandemic Coordinator	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	<p>Staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure.</p> <p>Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.</p>	<p>Students and staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure.</p> <p>Positive case reported in the Charter School: Once the Charter School is reopened after a confirmed case of COVID-19 within the building daily checks of all employees, staff and visitors who are entering the work site for 14 days after the exposure and based on the current guidelines provided to us by the Health Department or government. All should enter and exit through for temperature check.</p>	Pandemic Coordinator	N/A	N

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? Face masks are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Schools are required to comply with the governor's executive order regarding the wearing of masks. Currently, the governor's executive order is required for 2 years of age and older.

Does not apply to the following:

1. any person younger than 2 years of age;
 2. any person with a medical condition or disability that prevents wearing a face covering;
 3. any person while the person is consuming food or drink or is seated at a restaurant to eat or drink;
 4. any person while the person is exercising outdoors or engaging in physical activity outdoors, and maintaining a safe distance from other people not in the same household.
 5. Seated at desks or assigned work spaces at least 6 feet apart; or
 6. Engaged in any activity at least 6 feet apart (e.g. face covering breaks, P.E., etc.). However, masks or face shields must be worn as students, teachers, and staff arrange themselves in positions that will allow them to maintain safe distancing.
- What special protocols will you implement to protect students and staff at higher risk for severe illness? Recommend facemasks, maintain social distancing, thorough cleaning of "high frequency areas", limit traffic in halls and common areas.
 - How will you ensure enough substitute teachers are prepared in the event of staff illness? The intent for the 2020-21 school year is to employ one full time substitute teacher to be available daily. Teachers within the building will need to be prepared to transition to online learning options if staff become limited while in the green phase.
 - How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home? Additional staff time will be planned after normal school hours to be a resource for students in small group or individual support sessions. Mental Health services will begin at the start of 2020-21 to support the efforts of the charter school's initiatives and other supports within the building and community.

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)
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<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Staff at high risk can telework / access education at home through video capability. Alternatively, a private work space may be provided within the building, separate from flow of school traffic.</p> <p>Decisions will be made on a case by case basis, with individual safety as the priority.</p> <p>Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.</p>	<p>Considerations will be provided to students with IEP's and 504 plans:</p> <p>Students will have temps checked twice a day, when they enter and in the afternoon.</p> <p>To add in social distancing students should not enter the resource room. Students will use hand sanitizer when entering the building and then wash their hands before taken to the classroom.</p> <p>Students who have to bring in equipment from home will have the items sprayed with sanitizer.</p> <p>Students who are able to wear masks will be asked to do so while at school and on the van.</p> <p>Adults will wear masks or face shields.</p> <p>Block scheduling will be used as much as possible for students to stay in their rooms for multiple periods.</p> <p>For students with certain substantiated medical exceptions, who will need to see the face and mouth of their teacher, face shields will be used in these classrooms.</p> <p>Staff at high risk can telework / access education at home through video capability as feasible. Alternatively, a private work space may be provided within the building, separate from flow of school traffic.</p> <p>Decisions will be made on a case by case basis, with individual safety as the priority.</p>	<p>Pandemic Coordinator and Administration</p>	<p>Online course options, mobile hot spots, tech devices and private work spaces for those lacking internets. Additional staff supervision.</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Use of face coverings (masks or face shields) by all staff	<p>Staff at high risk are required to utilize protective masks or shields. Masks will be provided as requested.</p> <p>Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.</p>	<p>Working with regional, state, and world health expert guidance, the New Academy Charter School will require masks or face shields to be worn by employees in the charter school. Masks will be provided as requested.</p> <p>Staff will encourage students to wear masks daily and will have masks available if needed.</p> <p>Staff at high risk are encouraged to utilize protective masks or shields.</p>	Pandemic Coordinator	Masks, Shields	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>Working with regional, state, and world health expert guidance, the New Academy Charter School will require masks or face shields to be worn by employees in the charter school. Masks will be provided as requested.</p> <p>Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.</p>	<p>Working with regional, state, and world health expert guidance, the New Academy Charter School will require masks or face shields to be worn by employees in the charter school. Masks will be provided as requested.</p> <p>All students will be required to wear face coverings in public areas or when social distancing is not an option. Masks can be removed when eating/drinking and in the classroom/during activities when social distancing is feasible. Masks will be provided as needed.</p> <p>Those most vulnerable will also be provided facial shields.</p> <p>The school will develop appropriate communication with students and families regarding masking.</p> <p>Students with certain exceptionalities and/or medically substantiated reasons will receive accommodations. IEP and 504 plans must reflect these accommodations and IEP team members must be involved in these decisions</p>	Pandemic Coordinator	Masks/Shields	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	504 or Safety plans will be tailored to student needs whether they are in a building or access tutoring services via technology or on site after hours.	<p>504 or Safety plans will be tailored to student needs whether they are in a building or access tutoring services via technology or on site after hours.</p> <p>The Charter School will establish an isolation/safety area, where a student who may be exhibiting signs of Covid-19 will be held until the student is able to leave the building safely.</p> <p>Students who appear to be symptomatic will be sent home. Parents who have no transportation will be assigned to a sick cab operated by Z-Trip.</p> <p>Educational materials regarding Covid-19 safety will be available.</p> <p>The Charter School will establish a communication system to ensure that families of students with complex needs can reach the school in a timely fashion to alert the school of any concerns regarding student safety and health.</p>	Principal		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	<p>Students will not be in the building in the Yellow Phase. All students will participate in Virtual Learning.</p> <p>Substitutes use Schoology to deliver online lessons (requires access and training)</p>	<p>Full time substitute will be utilized as well as additional hours of teachers to support needs of students.</p> <p>Substitutes use Schoology to deliver online lessons (requires access and training)</p> <p>Instructional staff pre-record direct instruction for following week on e-learning days (e.g. If A/B hybrid scheduling, record direct instruction on Friday for following week)</p>	Principal	<p>Full time substitute, Email accounts for all subs to enable system access. Devices with video/audio recording capability.</p>	N

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.

- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
'Health and Safety Plan' Development	District employees, parents, students, local health officials	Pandemic Coordinator Charter School Administration	In Person Meetings, Shared document on Google Drive, Zoom Meetings	laptop, Zoom software, H & S Plan	Week of June 16, 2020	June 26, 2020
'Health and Safety Plan' Board Review	NACS Board of Directors	Pandemic Coordinator Charter School Administration	In Person/ Zoom Meetings	Paper copy of H & S plan, laptop, projector	Week of June 16, 2020	June 26, 2020
'Health and Safety Plan' Professional Staff Review	NACS Professional Staff	Pandemic Coordinator Administration, school nurse	In Person/Zoom Meetings	Paper copy of H & S plan, laptop, projector.	July, 2020	August, 2020
'Health and Safety Plan' Maintenance Staff Review	NACS Maintenance Staff	Pandemic Coordinator	In Person	Paper copy of H & S plan, laptop, projector	July, 2020	August, 2020
'Health and Safety Plan' Food Service Staff Review	NACS Food Service Staff	Pandemic Coordinator Food Service Director	In Person	Paper copy of H & S plan, laptop, projector	June, 2020	August, 2020
'Health and Safety' Plan Parent Review	District Parents and Students	Pandemic Coordinator	In person, website video presentation	Paper copy of H & S plan, laptop, projector	August, 2020	September, 2020
'Health and Safety Plan' Support Staff Review	NACS Support Staff	Pandemic Coordinator	In Person	Paper copy of H & S plan, laptop, projector	August, 2020	August, 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Additional trainings regarding safety, hygiene, distance learning, and others for district employees to be held through the summer, the start of the 2020-2021 school year, and as needed.	NACS Staff	Pandemic Coordinator, Charter School Administration, school nurse.	In Person	Various	June, 2020	May, 2021

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
Community Presentation of Health & Safety Plan	NACS School Board	Pandemic Coordinator	Zoom, July Board Meeting	July 2020	July 2020
Parent Mailed Communication	Parents of charter students	Pandemic Coordinator and Administration	Mailing	July 2020	Ongoing
Community Presentation of Health & Safety Plan	NACS Community	Pandemic Coordinator and Administration	Zoom and Charter School Website: https://theacademyschools.com/charter-school/	August 2020	January 2021
Cleaning Techniques	Custodian / Transportation	Transportation Director/ Director of Maintenance	In Person	August, 2020	August, 2020
Cleaning Techniques	All Remaining Staff	Director of Maintenance	In Person	August , 2020	August, 2020
Health & Safety / Planning Updates	NACS Community	Pandemic Coordinator	Zoom	August, 2020	January, 2021
Weekly meetings with Allegheny Intermediate Unit	Alike Charter School	Pandemic Coordinator and Administration	Zoom	July	Ongoing
Parent in person review 'Health and Safety Plan'	Parents / Students	Pandemic Coordinator, Administration	In Person	August 2020	As needed

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
As needed public meetings determined by any board approved plan changes	Public	Pandemic Coordinator	Various	September, 2020	January, 2021

Health and Safety Plan Summary: [The New Academy Charter School](#)

Anticipated Launch Date: [August 3, 2020](#)

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Specific procedures that will be followed to properly clean, sanitize, disinfect, and ventilate buildings and vans throughout the school year are:</p> <p>Custodial Staff (who received training on proper mixing and use of various disinfectants) will sanitize and/or disinfect all areas of our buildings with special attention to tools, workstations and equipment, screens, buttons, doorknobs, cafeterias, restrooms, common surface areas, and computer keyboards.</p> <p>The custodian will follow a developed checklist of items / areas to clean on a daily basis, with a special focus on high touch areas.</p> <p>Sanitizing sprayer/fogger will be used to clean shared objects, shared areas.</p> <p>Clorox Wipe or other approved cleaning agent will be used to treat shared keyboard / touch sensitive objects in classrooms / offices.</p> <p>Vans will be cleaned twice daily after students depart in the morning and afternoon.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 	<p>When appropriate, classroom seating separated by as much space as possible, with students facing the same direction (no face-to-face seating. Classroom maximum of 12 persons.</p> <p>The district will continue to evaluate / implement updated guidance from CDC, PA Department of Health and local medical professionals.</p> <p>Cafeteria seating altered (75% of occupancy) to allow for less seats and/or with installation of Plexiglas barriers lengthwise down each table.</p> <p>Outdoor seating, library seating and open classroom seating made available to staff and students in limited numbers based on supervision available.</p> <p>Stagger transition times, one way stairs, “Be Right, Stay Right”</p>
<p>Limiting the sharing of materials among students</p>	<p>Students wash hands / sanitize as they enter the building, before and after each class and before and after each meal and as they depart for the day.</p>
<p>Staggering the use of communal spaces and hallways</p>	
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>CDC Guidance posted around each classroom, office, cafeteria and entrance:</p> <ul style="list-style-type: none"> -Help Protect Yourself and Others from COVID-19 -Stop the Spread of Germs -Please Read Before Entering -Stop: Feel Sick? -Wash Your Hands!
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	

Requirement(s)	Strategies, Policies and Procedures
Other social distancing and safety practices	<p>NACS will run a Virtual Learning Summer School program in the Yellow Phase and in the Green Phase Virtual Learning will be an option as well as in-person instruction.</p> <p>All students maintain own classroom supplies.</p> <p>No shared technology / devices.</p> <p>Daily cleaning of any shared classroom resources.</p> <p>Students grouped by family in van seats. One student per seat otherwise. NACS only uses 9 passenger vans to pick up and drop off students. The school will increase the number of vans that will pick up students and decrease the number of students on the van by 2 or 3 students.</p> <p>Classroom limit of 12 persons.</p> <p>The 2020-2021 school year will begin as a Virtual/Remote Learning Model for the first 9 weeks with the possibility of extending to the second 9 weeks. Student will return to the building to a high school Block Scheduling Blended Learning Hybrid Model- 2 Day In- Person Instruction, 3 days Virtual Learning.</p> <p>Visitors permitted by special permission of administration. Anyone entering building must undergo brief health survey and temperature scan with data recorded by time, purpose, date, destination and responsible person.</p> <p>To ensure these protocols are followed, all NACS school staff will be provided with Coronavirus Safety Awareness Training. The training will occur during in-service and will be ongoing basis as necessary.</p>

Requirement(s)	Strategies, Policies and Procedures

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Guidance will be provided to all related to symptoms. Day temperature checks will be taken for staff and students as they enter the building. Temperature checks will also be taken by teachers before students enter the van. These temperatures will be logged daily.</p> <p>A separate quarantine room will be established in the building, with close proximity to an exit.</p> <p>To enable the return of students and staff who have been isolated/quarantined, it must be determined if they have been exposed to someone who is positive for COVID-19.</p> <ul style="list-style-type: none"> ● If a person has been exposed, recommend follow up with a physician to request testing. ● If the test result is positive, the person will be required to further quarantine at home for 14 days and be symptom-free for the previous 72 hours before returning. ● If the test result is negative, the person must be symptom-free for 72 hours before returning. ● If not tested, but was within six feet for 15 minutes, a person must quarantine for 10-days and be symptom free 72 hours prior to their return. ● if not tested, but was not within six feet for 15 minutes, the person must be symptom free for 72 hours prior to their return ● Students who are unable or uncomfortable returning after an illness will be enrolled in full-time Virtual Learning, and for staff who are unable or uncomfortable returning, will Human Resources. <p>Notification to staff, families, and the public of the confirmed status of a staff or student illness will be disseminated immediately via the schools' school messenger system and robo-calls. Notification of changes to our Health and Safety Plan will be disseminated via the same communication strategy.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Any school closure, change in school calendar or change in protocols will be available via:</p> <ul style="list-style-type: none"> -Written correspondence -School Messenger -Social Media -Charter School Web Page <p>Students and staff traveling outside the immediate area will be encouraged to self-report symptoms or likelihood of recent exposure.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Students and staff at high risk can telework / access education at home through Virtual Learning Platform and video capability. Alternatively, a private work space may be provided within the building, separate from flow of school traffic.</p> <p>Staff at high risk are encouraged to utilize protective masks or shields.</p> <p>Working with regional, state, and world health expert guidance, the New Academy Charter School will require masks or face shields to be worn by students and staff in the school.</p> <p>Masks will be provided as requested.</p> <p>504 or Safety plans will be tailored to student needs whether they are in a building or access tutoring services via technology or on site after hours.</p> <p>A full-time substitute will be utilized as well as additional hours for teachers to support needs of students.</p> <p>Currently, our strategic plan for ensuring that all students have access to quality learning includes the practice of instructional staff pre-recording direct instruction for the following week's E-learning and on-site instruction. Substitutes will be trained on use of Schoology, the Charter School's new learning management system, through which pre-recorded instruction can be accessed. Quality learning will also be ensured by our special education teachers who will each be assigned a caseload of students for whom individualized instruction and social emotional support will be provided.</p>

Requirement(s)	Strategies, Policies and Procedures

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for The New Academy Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on August 18, 2020.


The plan was approved by a vote of:

6 Yes

0 No

Affirmed on: AUGUST 18, 2020
(Month, Day, Year)

By:


(Signature* of Board President)

William H. Nunn
(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.