



# New Outlook Academy ARP ESSER Health and Safety Plan Guidance & Template

---

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;

## ***Education***

New Outlook Academy, at the direction of the Department of Education, has created a Continuity of Education Plan which is available on our website.

Keeping consistent with our social distancing protocols, when possible, we are continuing to provide education.

As per the direction of the Secretary of Education, New Outlook Academy will award credits and diplomas as earned by all students for work completed throughout the COVID-19 pandemic.

2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;

### ***Evidence-Based Counseling and Career & Technical Training***

Keeping consistent with our social distancing protocols when possible, we are continuing to provide evidence-based counseling and industrial trade classes. In some cases, based on COVID-19 campus visitation restrictions, trade certification tests and other activities provided by off-campus contacts have been temporarily postponed.

### ***Inpatient Drug & Alcohol Treatment and Mental Health Therapy***

Keeping consistent with our social distancing protocols when possible, we are continuing to provide inpatient drug and alcohol treatment, as well as mental health therapy as authorized and prescribed. Medication management is also continuing through the use of telehealth treatment.

3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:
  - a. Universal and correct wearing of [masks](#);
    - New Outlook Academy will continue to monitor the recommendations from the recommendations as necessary.
    - Given new evidence on the B.1.617.2 (Delta) variant, New Outlook Academy is following the updated CDC guidance for fully vaccinated people; CDC recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.
  - b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
    - New Outlook Academy will continue to monitor the recommendations from the CDC, PADOH, and PDE and regarding social distancing and make recommendations as necessary.
    - According to the current CDC guidelines, classrooms will be modified to allow 3 feet social distancing between students and 6 feet between adults where feasible.

- Axillary areas may be used for lunch where it may be difficult to maintain social distancing.
- Cohorting will be implemented wherever possible to limit exposure to large groups of students.

c. [Handwashing and respiratory etiquette](#);

## **STAFF AND STUDENT HYGIENE PROTOCOLS AND PROCEDURES**

The following procedures have been routinely communicated to our staff and students and are updated as per CDC and DHS guidance as needed.

- Wash hands frequently with soap and water for at least 20 seconds. Video instruction has been provided to all staff and students regarding the proper procedure for hand washing.
- Avoid touching face, eyes, mouth and nose. Video instruction indicating the importance of avoiding touching these areas has also been provided to all staff and students.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then immediately discard the tissue in the trash. Wash and or sanitize hands.
- Clean and sanitize frequently touched objects and surfaces.
- Maintain social distance of six feet in all possible situations. To facilitate social distancing, students reside in single or double occupancy bedrooms with beds at least six feet apart. Classroom sizes have been reduced to no more than ten students. The number of students at each cafeteria table is also restricted.
- Increased cleaning and disinfecting is occurring throughout all areas of the schools on a scheduled basis each day.
- Daily temperature screens for all students and staff members.
- Educational videos on hygiene and safety protocols are provided.
- Staff members are required to wear a face mask at all times on campus except during meals. New Outlook provides masks to staff members who do not have their own. Additional PPE including gloves, gowns, KN-95 masks, N-95 masks, face shields and goggles are available for staff based on their work area in relation to potential exposure to potential and positive cases of COVID-19.

d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);

The procedures below should be used when an area needs to be sanitized, including sanitizing an area where a student has been diagnosed or is suspected of having a contagious disease.

- Follow the label's instructions for proper disinfection product use
  - Cleaned surfaces should remain wet and air dry per the label's instruction
- Clean and disinfect all surfaces, including horizontal, vertical and contact surfaces
- Disinfect all "high-touch" surfaces, including door handles

- Clean floors regularly, when spills occur and when visibly soiled
- Plan a logical cleaning pattern to be followed that accounts for room variation
  - Restrooms should always be cleaned last
- Follow guidelines for an optimal cleaning path
  - For example: clockwise, top to bottom, cleanest to dirtiest
- Change cleaning clothes frequently
- Clean walls, blinds, and window curtains
- Change mop after each use and after cleaning blood and bodily fluid spills
- Remove Personal Protective Equipment (PPE) before leaving the unit, including gloves
- Immediately perform hand hygiene
- Disinfect or discard cleaning equipment and return to the storage area.

Additionally, staff members need to watch the three videos below before sanitizing.

<https://youtu.be/n-K8cRyZsw0>

<https://youtu.be/dXgy1wXyXZg>

<https://youtu.be/bmR2nqIFncQ>

- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;

New Outlook Academy is accepting admissions to both the inpatient drug and alcohol program and the general residential programs via our new Orientation Unit.

At this time, our shelter remains temporarily closed.

Our Admissions Representatives provide remote, virtual packet reviews and interviews for all referrals. A decision on any referral will be provided within 72 business hours. If a decision is not possible at that time, the Admissions Representative will update the referring agency on the status within that same time frame.

If accepted, the Admissions Representative will provide the next available admissions date for the student based on the following procedures:

- All New Outlook students will be admitted to the Orientation Program for 14 days before being admitted to the general residential or inpatient drug and alcohol program. Students who arrive at the school fully vaccinated are eligible to leave the Orientation Unit within 48 hours after arrival.
- The students admitted will follow the New Student Intake Procedures indicated below prior to admission into the inpatient drug & alcohol or general residential program.

- The Orientation Program will have established program objectives, including but not limited to:
  - Completion of the health & safety assessment & plan
  - Orientation & education regarding student rights, grievance policies, responsibilities and opportunities
  - Assessment of academic records for academic planning and placement.

## **NEW STUDENT INTAKE PROCEDURES**

Before arriving on campus, a student must be cleared by medical staff according to our screening policy.

Upon arrival, all new students will be escorted directly to the Orientation Program. The Orientation Program is a separate unit used for only these students.

- Each student will be assigned a bedroom in the Orientation Unit.
- Each student will be provided with a minimum of two COVID-19-approved masks.
- Each student will watch four COVID-19 prevention videos.
- Staff members will take the temperature of all students in this unit at least once a day.
- If a student presents with or verbalizes any signs of illness or has any known exposure to a positive COVID-19 case, staff members will immediately call the medical department for an evaluation.
- If the medical staff deems necessary, the student will be transferred to a designated infirmary or quarantine area. If a student in the Orientation Unit exhibits symptoms consistent with COVID-19, the 14-day orientation period may be extended for some or all of the students impacted. Additionally, the medical department will consult with our school physician to determine if further treatment and/or testing are required. The quarantine cycle will continue until a student is symptom-free for a full 14 days.
- Our medical department will conduct COVID-19 surveillance testing on all consenting students, as well as a medical assessment before transferring any Orientation students to the inpatient drug and alcohol or general residential program.

## **SEVERE RESPIRATORY ILLNESS SEPARATION POLICY**

This plan is implemented for any student who displays flu-like symptoms, including a fever over 100.0° F.

1. The student will be immediately removed from the general population and moved to the designated area for separation.
2. The student will be required to wear an appropriate protective mask and will be encouraged to continue to wash hands several times a day.
3. Our staff will sanitize the assigned room based on the CDC recommendations and our sanitation procedures.
4. All meals will be brought to the student and will be eaten in the assigned room.

5. Employees working with the student will be required to wear appropriate personal protective equipment.

Our medical staff will manage treatment for any students being cared for under the Separation Policy for severe respiratory illness under the direction of our school physician, including referrals for testing of influenza or COVID-19. If the student is referred for either test, she will remain in separation protocol pending the results of testing and further direction from the medical practitioner.

When a student tests positive for COVID-19, it will be determined, in coordination with treating medical professionals, if the student requires inpatient treatment, placement in a county healing facility for COVID-19 patients or can be returned to campus to remain in under Separation Protocol in the Isolation Unit. New Outlook Academy will also immediately communicate with the student's placing agency, parent/guardian and the Department of Human Services. The Department of Health will receive the information from the testing facility. Weekly updates regarding COVID-19 are sent to New Outlook Academy stakeholders.

f. [Diagnostic](#) and screening testing;

- Our medical staff will manage treatment for any students being cared for under the Separation Policy for severe respiratory illness under the direction of our school physician, including referrals for testing of influenza or COVID-19. If the student is referred for either test, she will remain in separation protocol pending the results of testing and further direction from the medical practitioner.
- When a student tests positive for COVID-19, it will be determined, in coordination with treating medical professionals, if the student requires inpatient treatment, placement in a county healing facility for COVID-19 patients or can be returned to campus to remain in under Separation Protocol in the Isolation Unit.
- New Outlook Academy will also immediately communicate with the student's placing agency, parent/guardian and the Department of Human Services. The Department of Health will receive the information from the testing facility. Weekly updates regarding COVID-19 are sent to New Outlook Academy stakeholders.

g. Efforts to provide COVID-19 [vaccinations to school communities](#);

- New Outlook Academy facilitated the scheduling of COVID-19 vaccination appointments through the county Department of Health for all interested staff members as qualified within the 1A phase of vaccine administration in Pennsylvania. Now that vaccines are readily available to all adults, we continue to provide assistance to any staff member seeking the vaccine.
- New Outlook Academy also provides access to the vaccine for any student who is interested and has parental consent.

- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
  - New Outlook Academy will ensure that any of the policies or parts of the Health and Safety Plan will be sensitive to the needs of students and staff with medical issues.
  - Accommodations of this nature would be documented in the IEP and made in accordance with Federal and State Laws.
- i. Coordination with state and local health officials.
  - New Outlook Academy has regular contact with the Allegheny County Health Department and will continue to work with the ADOH, PADOH, CDC, and PDE to coordinate with any recommendations or requests.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

## Health and Safety Plan Summary: (INSERT LEA NAME)

Initial Effective Date: (INSERT DATE)

Date of Last Review: (INSERT DATE WHEN LAST REVIEWED AND APPROVED BY THE GOVERNING BOARD)

Date of Last Revision: (INSERT DATE WHEN LAST REVISED AND APPROVED BY THE GOVERNING BOARD)

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?
  
2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?
  
3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <a href="#">masks</a> ;	
b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);	
c. <a href="#">Handwashing and respiratory etiquette</a> ;	
d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a> ;	
e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a> , in collaboration with the State and local health departments;	
f. <a href="#">Diagnostic</a> and screening testing;	
g. Efforts to provide <a href="#">vaccinations to school</a>	

ARP ESSER Requirement	Strategies, Policies, and Procedures
<a href="#">communities</a> ;	
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	
i. Coordination with state and local health officials.	

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

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

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

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

---

*(Signature\* of Board President)*

---

*(Print Name of Board President)*

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

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

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