



Phased School Reopening Health and Safety Plan Template

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. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Phebe Anna Thorne School Health and Safety Plan

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

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

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

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

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- 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 remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 9/8/20

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. 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)
Amanda Ulrich Director, Phebe Anna Thorne School	Administration	Pandemic Coordinator – Primary liaison with parents, teachers, students and support staff
Kari Fazio Chief Financial Officer/Chief Administrative Officer, Bryn Mawr College (of which Phebe Anna Thorne School is a part)	Administration	Health and Safety Plan Development
Sakinah Rahman Director of Administrative Services, Bryn Mawr College	Administration	Health and Safety Plan Development
Don Abramowitz Environmental Health and Safety Officer; Designated COVID Officer, Bryn Mawr College	Administration	Both
Kirsten Mudd Assistant Director, Phebe Anna Thorne School	Teachers	Both
Kate Brown Kindergarten Administrative Director, Phebe Anna Thorne School	Teachers	Both

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?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- 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?

It has been verified that the building has an adequate mechanical ventilation system and that it is operational.

Phebe Anna Thorne (“PAT” or the “school”) will be working closely with the staff in the Bryn Mawr College (“BMC” or the “College”) Housekeeping Department to be sure the building is cleaned, disinfected and stocked with cleaning supplies.

Prior to opening, the school and outdoor play areas will be cleaned sanitized and disinfected using EPA-registered household disinfectants. The learning materials and toys have been untouched since March but will be thoroughly cleaned sanitized and disinfected.

When open, all classrooms, kitchen and shared spaces will be cleaned every morning before school opens. This will include cleaning, sanitization and disinfection of bathrooms and all high-touch surfaces. During the day PAT staff will clean high-touch surfaces used by class every hour. Bathrooms will be wiped down after every use. Lunch tables will be cleaned prior to use as well as after. Toys will be rotated to allow for a 72-hour quarantine period between use by different classes. Upon return to classrooms, they will be cleaned and sanitized.

Cleaning supplies will be kept in the locked cleaning closet and restocked by BMC Housekeeping as necessary. Each classroom (bathroom and kitchen) will have a supply of cleaning products.

Housekeeping staff and PAT staff will have been trained by Bryn Mawr College in risk reduction protocols that are required of all by the College.

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>* Cleaning, sanitizing, disinfecting, and ventilating all learning spaces, surfaces, bathrooms, hallways and areas throughout the entire building.</p>	<p>A deep cleaning and sanitizing of the entire building will be performed prior to re-opening in September. All toys and learning materials will be cleaned and sanitized.</p> <p>Once school resumes, a thorough clean will be done every morning by the BMC housekeeping staff. PAT staff will disinfect classroom high touch surfaces and toys/learning materials after each use.</p> <p>PAT staff will clean doorknobs, railings and all high touch surfaces frequently.</p> <p>PAT staff will clean and wipe down bathrooms after every use.</p> <p>Ventilation- The mechanical ventilation system will be maintained by BMC facilities professionals, including replacement of filters. Windows will remain open during the day when weather permits.</p>	<p>A deep cleaning and sanitizing of the entire building will be performed prior to re-opening in September. All toys and learning materials will be cleaned and sanitized.</p> <p>Once school resumes, a thorough clean will be done every morning by the BMC housekeeping staff. PAT staff will disinfect classroom high touch surfaces and toys/learning materials after each use.</p> <p>PAT staff will clean doorknobs, railings and all high touch surfaces frequently.</p> <p>PAT staff will clean and wipe down bathrooms after every use.</p> <p>Ventilation- The mechanical ventilation system will be maintained by BMC facilities professionals, including replacement of filters. Windows will remain open during the day when weather permits.</p>	<p>PAT administrators and teachers</p> <p>Housekeeping staff</p>	<p>Disinfecting Wipes</p> <p>Disposable Gloves</p> <p>Window Screens</p> <p>Sanitizing solution</p> <p>Spray bottles</p>	<p>Yes</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>All playground surfaces and toys will be cleaned at the end of the day using to clean and sanitize for the following day.</p> <p>Rotate toys to allow for 72 hours of quarantine time</p>	<p>All playground surfaces and toys will be cleaned at the end of the day using to clean and sanitize for the following day.</p> <p>Rotate toys to allow for 72 hours of quarantine time</p>	<p>PAT administrators and teachers</p> <p>Housekeeping and Facilities staff</p>	<p>Containers for Toys</p> <p>Disinfecting Solution</p>	<p>Yes</p>

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
 - How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
 - What policies and procedures will govern use of other communal spaces within the school building?
 - How will you utilize outdoor space to help meet social distancing needs?
 - What hygiene routines will be implemented throughout the school day?
 - How will you adjust student transportation to meet social distancing requirements?
 - What visitor and volunteer policies will you implement to mitigate spread?
 - Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
 - 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?
-
- PAT staff will do health screenings at the family car, and children will only get out of the car if they pass. Children will be brought into the school by staff. For the Kindergarten, children will be taken off the bus by PAT staff and screened. Visitors and parents will not be permitted in the school. For unexpected pick-up, parent must text PAT staff for child to be brought outside.
 - Admissions tours, parent meetings and consultations with specialists will all occur remotely using video conferencing technology.
 - Children will be grouped consistently with same cohort of children and staff (bubble). They will stay in the same classroom and will rotate through outdoor spaces. Activities such as snack, music and movement, lunch, story time, etc. will take place outdoors as often as possible. Additional outdoor areas for play have been created by adding fencing. Outdoor furniture has been obtained for outdoor classes and meals. Only one cohort/bubble at a time will be permitted in each outdoor area. The kindergarten cohort/bubble will on occasion break into groups for academic centers, using multiple indoor and outdoor spaces.
 - PAT staff will monitor distance between children in both indoor and outdoor spaces, creating activities and games that involve small groupings.

- Staff will be trained in distancing protocols and will work via virtual team meetings to arrange schedules and plan games to promote distancing. Signage, spot markers, tape and cones will help promote distancing. Children will be taught to use “airplane arms” to provide adequate distance from one another when they are making transitions to and from outdoor spaces.
- Communal spaces (kitchen, admin offices and waiting rooms) will not be used by children. Staff who use the space will wipe it down after use.
- Handwashing will be taught and scheduled throughout the day. Children will wash hands upon arrival, before and after lunch as well as at specified times during day.
- Outdoor sinks will be used for handwashing on playgrounds and before re-entering the building.
- Classroom supplies that are shared will be disinfected daily, but such shared supplies will be minimized.

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>Designated teachers will stay with one group of students every day and all day – “bubble” model</p> <p>Cones, tapes and PAT staff will designate safe walking and waiting distances during parking lot drop off/pick up, bathroom usage and line forming.</p> <p>There will be no intermixing of groups in outdoor play spaces. Class bubbles will take turns using spaces.</p> <p>During snack/lunch and project time children will be spread out at multiple tables to ensure safe distancing.</p>	<p>Designated teachers will stay with one group of students every day and all day – “bubble” model</p> <p>Cones, tapes and PAT staff will designate safe walking and waiting distances during parking lot drop off/pick up, bathroom usage and line forming.</p> <p>There will be no intermixing of groups in outdoor play spaces. Class bubbles will take turns using spaces.</p> <p>During snack/lunch and project time children will be spread out at multiple tables to ensure safe distancing.</p>	<p>PAT staff</p>	<p>Cones</p> <p>Tape</p> <p>Signage</p> <p>Spot markers</p>	<p>Yes</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)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Snack and lunch outside when possible using spot markers to distance. During inclement weather children will be eat in their bubble classrooms.</p> <p>If a space needs to be shared, the times will be alternated and sanitized between use</p> <p>Snacks and lunch will be served using ServSafe standards. Disposable cups and napkins will be used.</p> <p>All snacks/lunches will be ready to eat and no cooking is required.</p> <p>All food handling will be done using food handling gloves.</p>	<p>Snack and lunch outside when possible using spot markers to distance. During inclement weather children will be eat in their bubble classrooms.</p> <p>If a space needs to be shared, the times will be alternated and sanitized between use</p> <p>Snacks and lunch will be served using ServSafe standards. Disposable cups and napkins will be used.</p> <p>All snacks/lunches will be ready to eat and no cooking is required.</p> <p>All food handling will be done using food handling gloves.</p>	<p>PAT Staff</p>	<p>Food handling gloves</p> <p>Disposable cups, napkins and utensils</p>	<p>No</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)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students will wash their hands upon arrival, before and after snack time, before and after lunch time as well as after using the bathroom. Routine handwashing breaks throughout the day will also be scheduled.</p> <p>Hand washing techniques of using soap and warm water and washing for 20 seconds will be taught.</p> <p>Lotion will be available to prevent chaffing.</p>	<p>Students will wash their hands upon arrival, before and after snack time, before and after lunch time as well as after using the bathroom. Routine handwashing breaks throughout the day will also be scheduled.</p> <p>Hand washing techniques of using soap and warm water and washing for 20 seconds will be taught.</p> <p>Lotion will be available to prevent chaffing.</p>	<p>PAT Staff</p>	<p>Wipes Soap Water Lotion Posters</p>	<p>No</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs for hand washing will be posted by all sink areas.</p> <p>Cover your sneeze and cough signage will be posted in all classrooms.</p> <p>COVID symptom screening questions will be clearly posted outside of school and will be shown during drop-off screening procedures with parents.</p>	<p>Signs for hand washing will be posted by all sink areas.</p> <p>Cover your sneeze and cough signage will be posted in all classrooms.</p> <p>COVID symptom screening questions will be clearly posted outside of school and will be shown during drop-off screening procedures with parents.</p>	<p>PAT Staff</p>	<p>Posters</p>	<p>No</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)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>No visitors will be permitted in the building.</p> <p>Doors will be locked at all times from the outside and visitors will need to call the office to be admitted. If admitted they will be required to wear masks at all times.</p> <p>Deliveries will be limited to interior vestibule. Masks must be worn by delivery staff</p> <p>IU services will be handled virtually whenever possible.</p>	<p>No visitors will be permitted in the building.</p> <p>Doors will be locked at all times from the outside and visitors will need to call the office to be admitted. If admitted they will be required to wear masks at all times.</p> <p>Deliveries will be limited to interior vestibule. Masks must be worn by delivery staff</p> <p>IU services will be handled virtually whenever possible.</p>	<p>PAT Staff</p>	<p>Tape</p> <p>Signage</p>	<p>No</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Classes will have alternating schedules and be held outdoors when weather permits</p> <p>Equipment will be cleaned and sanitized</p>	<p>Classes will have alternating schedules and be held outdoors when weather permits</p> <p>Equipment will be cleaned and sanitized</p>	<p>PAT Staff</p>		<p>No</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)
Limiting the sharing of materials among students	<p>Each child will have a designated supply bin. The bin will contain scissors, crayons, glue stick etc. to be used only by that child. Supplies will be replenished as needed.</p> <p>Supplies that need to be shared, will be disinfected between uses.</p> <p>Each child will have an individual bag of playdoh. Playdoh tools will be cleaned in between uses</p>	<p>Each child will have a designated supply bin. The bin will contain scissors, crayons, glue stick etc. to be used only by that child. Supplies will be replenished as needed.</p> <p>Supplies that need to be shared, will be disinfected between uses.</p> <p>Each child will have an individual bag of playdoh. Playdoh tools will be cleaned in between uses</p>	PAT Staff	<p>Plastic supply boxes.</p> <p>Individual Play dough in containers</p>	No
Staggering the use of communal spaces and hallways	<p>Schedules will reflect the staggering of communal spaces and hallways.</p> <p>Colored coded tape will be placed in the hallways to maintain a safe distance.</p>	<p>Schedules will reflect the staggering of communal spaces and hallways.</p> <p>Colored coded tape will be placed in the hallways to maintain safe distance.</p>	PAT Staff	<p>Colored Tape</p> <p>Velcro</p>	No
Adjusting transportation schedules and practices to create social distance between students	<p>Class arrival and departure time will be staggered. Kindergarten bus arrival time will be dictated by school district.</p> <p>Children will be taken out of cars by PAT staff at arrival once COVID symptom screening is complete.</p> <p>Pick up by parents will be outside school.</p>	<p>Class arrival and departure time will be staggered. Kindergarten bus arrival time will be dictated by school district.</p> <p>Children will be taken out of cars by PAT staff at arrival once COVID symptom screening is complete.</p> <p>Pick up by parents will be outside school.</p>	PAT Staff		Yes

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	<p>Teachers will stay with one group of students every day and all day.</p> <p>Classes will rotate in outdoor spaces. There will be no intermixing of groups.</p> <p>Spot markers will be used to set up personal space</p> <p>The number of children at each table during project and snack time will be limited to maintain appropriate distancing.</p>	<p>Teachers will stay with one group of students every day and all day.</p> <p>Classes will rotate in outdoor spaces. There will be no intermixing of groups.</p> <p>Spot markers will be used to set up personal space</p> <p>The number of children at each table during project and snack time will be limited to maintain appropriate distancing.</p>	PAT Staff		Yes
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	PAT staff will communicate and coordinate with school districts about bussing schedules	PAT staff will communicate and coordinate with school districts about bussing schedules	Kate Brown, PAT Staff		
Other social distancing and safety practices	N/A				

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?
 - 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)?
 - 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?
 - Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
 - What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
 - How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
 - 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?
 - 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?
-
- Daily preventative measures will be taken to screen staff and students upon arrival. Everyone will undergo a temperature screening and questionnaire pertaining to symptoms.
 - Should a staff member become ill during the day they will immediately go home and other staff will cover the class.
 - If a student becomes ill during the school day, they will be immediately quarantined in a separate room until they can be picked up by a parent/guardian. The Director and teacher will collaborate on decision to quarantine. Quarantined student will be provided with hygiene supplies including face covering/shield, tissues, hand sanitizer and appropriate ventilation. Staff member monitoring the student will be required to wear a face covering and practice social distance. The space will be closed off after the ill person leaves and will be disinfected/cleaned within 24 hours.

- Proper notification to families in the infected student/staff members bubble will occur via text or email. Montgomery County Department of Health (preschool) Delaware County Department of Health (kindergarten) will be contacted immediately as well as COVID Officer for Bryn Mawr College. Guidelines will be followed by PAT staff to the fullest extent possible. Distance learning will be instituted immediately if the Board of Health advises that the building be shut down. All staff members will be trained in these protocols.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	Daily screening of temperature and questionnaire of staff and students upon arrival.	Daily screening of temperature and questionnaire of staff and students upon arrival.	PAT Staff	Non contact thermometer	Yes
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Staff and students will be quarantined immediately if showing signs of illness and sent home. Office staff will provide temperature checks and symptom questionnaire. Additionally they will provide care to children who become sick during the day in the quarantined room until the child is picked up by a parent/guardian.	Staff and students will be quarantined immediately if showing signs of illness and sent home. Office staff will provide temperature checks and symptom questionnaire. Additionally they will provide care to children who become sick during the day in the quarantined room until the child is picked up by a parent/guardian.	PAT Staff	Non contact thermometer	Yes

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)
* Returning isolated or quarantined staff, students, or visitors to school	Students and staff may be required to submit a negative COVID-19 test	Students and staff may be required to submit a negative COVID-19 test	BMC Operations and Planning Group PAT Staff		Yes
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	For confirmed cases of COVID-19 and school shut down, the school will immediately switch to online instruction using a pre-established online learning platform for the suggested time period directed by the Montgomery County/Delaware County Board of Health. Parents/Guardians will be notified through emergency text messaging.	For confirmed cases of COVID-19 and school shut down, the school will immediately switch to online instruction using a pre-established online learning platform for the suggested time period directed by the Montgomery County/Delaware County Board of Health. Parents/Guardians will be notified through emergency text messaging.	BMC Operations Planning Group PAT Staff		No
Other monitoring and screening practices	N/A				

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?
 - What special protocols will you implement to protect students and staff at higher risk for severe illness?
 - How will you ensure enough substitute teachers are prepared in the event of staff illness?
 - 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?
-
- Masks will be worn by staff and teachers at all times, unless they are alone in their own private office space. Face coverings (masks/shields) will be recommended for students, as per the Governor's guidance. Students that are a higher level of risk will be asked to wear face masks at all times and wash hands frequently; special care will be taken to distance from others at all times as well as health monitoring. Substitute teacher list is active, and they will be utilized as needed. Teachers will be in touch with parents/guardians on a regular basis to provide status reports and support regarding children's social, emotional and academic progress.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>Masks and gloves will be available for all staff members and students if needed.</p> <p>Recommendation is for staff and students to provide and disinfect their own mask, face shields or other PPE.</p> <p>The use of masks/face shields is recommended for children within their class bubble and in all communal areas. Face masks are required for all staff at all times.</p>	<p>Masks and gloves will be available for all staff members and students if needed.</p> <p>Recommendation is for staff and students to provide and disinfect their own mask, face shields or other PPE.</p> <p>The use of masks/face shields is recommended for children within their class bubble and in all communal areas. Face masks are required for all staff at all times.</p>	<p>Operations Planning Group</p> <p>PAT Staff</p>	<p>Masks</p> <p>Face shields</p> <p>Gloves</p>	<p>No</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Staff are required to wear face masks at all times, in bubble and all communal areas. Staff can supplement their face mask with a face shield if they desire.</p>	<p>Staff are required to wear face masks at all times, in bubble and all communal areas. Staff can supplement their face mask with a face shield if they desire.</p>	<p>PAT Staff</p>	<p>Masks</p> <p>Face Shields</p>	<p>No</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>N/A</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)
Unique safety protocols for students with complex needs or other vulnerable individuals	N/A				
Strategic deployment of staff	In the event a staff member becomes sick, the building substitute will be assigned to cover.	In the event a staff member becomes sick, the building substitute will be assigned to cover.	PAT Staff		

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
New safety protocols for COVID-19	All Staff	School Administration	In Service Webinar	PAT Operational Plan BMC Health and Safety Protocols	August 3	September 2020
Procedural drill	All Staff	School Administration	In Service Webinar		August	September 2020
Staff review COVID-19 updates	All Staff	School Administration	Weekly Virtual Staff Meetings		September	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
Safety Protocols Operations Plan Guidelines for Contagion	Preschool	Amanda Ulrich Director	Email	Monthly	August
Safety Protocols Operations Plan Guidelines for Contagion	LEPP	Amanda Ulrich Director Bev McDonell Program Director	Email	Monthly	August
Safety Protocols Operations Plan Guidelines for Contagion	Kindergarten	Amanda Ulrich Director Kate Brown Administrative Director	Email	Monthly	August
Safety Protocols	Staff	Amanda Ulrich Director	Video Conferencing Meeting	Monthly	August

Health and Safety Plan Summary: **The Phebe Anna Thorne School**

Anticipated Launch Date: 8/20/20

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
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, hallways, and transportation)</p>	<p>A deep cleaning and sanitizing of the entire building will be performed prior to re-opening. All toys and learning materials will be cleaned and sanitized.</p> <p>Once school resumes, a deep clean will be done every morning by the housekeeping staff. PAT teachers and/or administrators will disinfect classroom high touch surfaces and toys/learning materials after each use.</p> <p>PAT staff will clean door knobs, railings and all high touch surfaces frequently.</p> <p>PAT staff will clean and wipe down bathrooms after every use.</p> <p>Ventilation- The mechanical ventilation system will be maintained by BMC facilities professionals, including replacement of filters. Windows will remain open during the day when weather permits.</p> <p>Cleaning products will be re-stocked regularly</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for social distancing among students and staff throughout the day, to the maximum extent feasible</p>	<p>An unchanging group of children and teachers will be established to promote safe distancing practices.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Proper handwashing will be taught and hand washing time will be scheduled throughout the day.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted in the school</p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Physical distancing will be monitored during outdoor time</p>
<p>Limiting the sharing of materials among students</p>	<p>Kindergarten children will have separate learning materials and classroom supplies. Preschool shared supplies will be rotated and cleaned</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Schedules will be staggered to limit hallway use. Children will not use communal areas</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Arrival and departures will be staggered to create social distancing</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Other social distancing and safety practices</p>	<p>Small class size and bubble model will decrease interactions between students and staff within the school.</p>

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>Daily screening of temperature and questionnaire of staff and students upon arrival.</p> <p>Staff will leave immediately; students will be quarantined immediately if showing signs of illness and sent home.</p> <p>Children’s temperatures will be checked and parents will be questioned about symptoms prior to the child entering the facility. School staff will provide care to children who become sick during the day; those children will be quarantined in a separate room until the child is picked up by a parent/guardian.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>School will follow Department of Health directives as to when staff and students may return to school. Students and staff may be required to submit a negative COVID-19 test.</p> <p>Email will be the primary form of communication</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>Masks and face shields will be available for all staff members and students if needed.</p> <p>Masks must be worn by staff at all times. Face coverings (masks/shields) will be recommended for students as mandated by the Governor. Students and staff that are a higher level of risk will be asked to wear face coverings at all times and wash hands frequently and special care will be taken to provided physical distancing at all times as well as health monitoring.</p> <p>Recommendation is for staff and students to provide and disinfect their own PPE</p> <p>Staff will be required to wear masks at all times unless alone in a private office.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Bryn Mawr College Operations Planning team for **The Phebe Anna Thorne School** reviewed and approved the Phased School Reopening Health and Safety Plan on

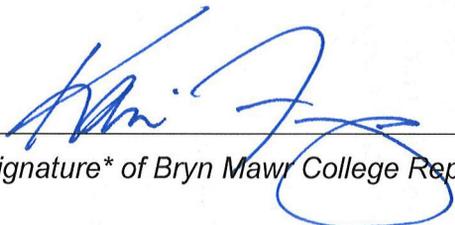
JULY 10, 2020

The plan was approved by the Bryn Mawr College Operations Planning Team

 X yes

 no

Affirmed on: _____



(Signature* of Bryn Mawr College Representative)

KARL FAZIO

(Print Name of Bryn Mawr College Representative)

*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.