



## **Elizabeth Lee Black School**

# **Phased School Reopening Health and Safety Plan**

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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.*

## Health and Safety Plan: **Elizabeth Lee Black 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 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?

- 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).

**Effective December 14, 2020: We have moved to Blended instruction**

**Effective March 1, 2021: We have moved to Scaffolded instruction**

**Effective August 26, 2021: We have moved to In-school instruction**

## 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)
John Barber	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
Bridget Barber	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
Patrick Barber	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
Robert Barber	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
Maureen Barber-Carey	BNI Pandemic Committee	Both

	ELBS Pandemic Committee	
<b>Laura Schaaf</b>	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
<b>Mary Cuneo</b>	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
<b>Jean Nielson</b>	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
<b>Laurie Callaghan</b>	BNI Pandemic Committee	BNI Pandemic Crisis Response Team
<b>Debbie Burbules</b>	BNI Pandemic Committee Infection Control Committee	Both
<b>Jennifer Kennedy</b>	BNI Pandemic Committee Infection Control Committee	BNI Pandemic Crisis Response Team
<b>Cynthia Primm</b>	BNI Pandemic Committee Infection Control Committee	BNI Pandemic Crisis Response Team
<b>Carrie Kontis</b>	BNI Pandemic Committee Infection Control Committee	BNI Pandemic Crisis Response Team
<b>Ron Jones</b>	BNI Pandemic Committee Infection Control Committee	BNI Pandemic Crisis Response Team
<b>Jennifer Lawrence</b>	BNI Pandemic Committee Infection Control Committee	BNI Pandemic Crisis Response Team
<b>Diana Zenewicz</b>	Infection Control Committee	Both
<b>Mike Hill</b>	Infection Control Committee	BNI Pandemic Crisis Response Team
<b>Jodi Gray</b>	ELBS Pandemic Committee	ELBS Pandemic Crisis Response Team and Health and Safety Plan
<b>Cindy Priester</b>	ELBS Pandemic Committee and Infection Control Committee	ELBS Pandemic Crisis Response Team and Health and Safety Plan
<b>Kathy Bastow</b>	ELBS Pandemic Committee	ELBS Pandemic Crisis Response Team and Health and Safety Plan
<b>Ann Ellison</b>	ELBS Pandemic Committee	ELBS Pandemic Crisis Response Team and Health and Safety Plan
<b>Debbie Mercer</b>	ELBS Pandemic Committee	ELBS Pandemic Crisis Response Team and Health and Safety Plan
<b>Judy Lupp</b>	ELBS Pandemic Committee	ELBS Pandemic Crisis Response Team and Health and Safety Plan

<b>Joe Walko</b>	Local Emergency Management Coordinator	ELBS Pandemic Crisis Response Team
<b>Jon McEnroe</b>	Erie County Department of Health	ELBS Pandemic Crisis Response Team

## 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?

### Summary of Responses to Key Questions:



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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>• Deep clean, disinfect before start of school</li> <li>• Ongoing daily sanitation of offices</li> <li>• Ongoing cleaning of all surfaces after use in classroom</li> <li>• Ongoing end of the day disinfecting of all used areas</li> <li>• Student basket cleaning</li> <li>• Staff &amp; Classroom Restroom per BNI guidelines</li> <li>• Transportation agreements with contracted agencies-collect plan</li> <li>• Hallway walls and floors</li> <li>• Establish cafeteria protocol</li> <li>• Evaluate and maintain ventilation system by licensed HVAC maintenance personnel</li> <li>• For areas without outdoor ventilation, new Ion Technology Air Purifiers have been installed</li> </ul>	<p>Same as Yellow</p>	<p>Small Group Employment (SGE), School Supervisors, School staff</p> <p>Kathy Bastow</p> <p>Maintenance staff</p>	<ul style="list-style-type: none"> <li>• Approved Cleaning products</li> <li>• Disinfectant wipes</li> <li>• Approved Clorox spray</li> </ul>	<p>Yes</p>
<p><b>* Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<ul style="list-style-type: none"> <li>• Ongoing - Door handles, playground equipment, light switches, desks, chairs, keyboards, cabinet handles, telephones, work surfaces, etc. will be cleaned daily after uses</li> </ul>	<p>Same as Yellow</p>	<p>Small Group Employment (SGE), School Supervisors, School staff, Maintenance staff</p>	<ul style="list-style-type: none"> <li>• Approved Cleaning products</li> <li>• Disinfectant wipes</li> <li>• Approved Clorox spray</li> </ul>	<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?

### Summary of Responses to Key Questions:

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)
* <b>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<ul style="list-style-type: none"> <li>• Limit number of staff and students interactions with other groups</li> <li>• Manage students in groups during classroom time with 6 feet to maximum extent possible</li> <li>• Evaluate student seating and eliminate face to face interaction as much as possible</li> <li>• Evaluate need for plexiglass dividers between students and construct</li> <li>• Utilize outdoor teaching space as appropriate</li> </ul>	Same as Yellow	School Supervisors and School Staff	<ul style="list-style-type: none"> <li>• Social distancing indicators</li> </ul>	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)
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<ul style="list-style-type: none"> <li>Breakfast/lunch will be in classroom</li> <li>Stagger seating if in communal spaces</li> <li>Utilization of communal spaces to be re-evaluated on ongoing basis</li> <li>Meal carts will be used to deliver prepackaged meals to classrooms</li> </ul>	Same as Yellow	Kathy Bastow, School Supervisors, and Cafeteria Staff	N/A	Yes
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>Schedule times for communal spaces</li> <li>Follow CDC guidelines for handwashing and social distancing to maximum extent possible</li> <li>Observe students who touch their face and encourage/conduct hand sanitizing</li> </ul>	Same as Yellow	School Supervisors and School Staff	<ul style="list-style-type: none"> <li>Hand sanitizer stations</li> <li>Antibacterial soaps available for ancillary staff traveling</li> </ul>	Yes
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<ul style="list-style-type: none"> <li>Ongoing posters for handwashing</li> <li>Posters for following CDC</li> <li>Posters for following proper hygiene protocol in all common areas</li> <li>Posters stating that face coverings are required by Order of the Secretary of Health posted in common areas visible to all people including employees, teachers, students, and visitors</li> </ul>	Same as Yellow	Mary Cuneo (Strategic Communication Team)	<ul style="list-style-type: none"> <li>CDC Posters will be placed throughout building, ie: restrooms, hallways, time clocks, lobbies, classrooms</li> </ul>	Yes
* <b>Identifying and restricting non-essential visitors and volunteers</b>	<ul style="list-style-type: none"> <li>Continue to monitor visitors and limit non-essential staff in the building</li> <li>Utilize screening criteria and temperature check upon entrance to school building and all lobbies</li> </ul>	Same as Yellow	School Supervisors	N/A	No

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)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>• Use of sensory room and gym is limited. Evaluation of gym is ongoing</li> <li>• Outdoor activities will be encouraged as much as possible</li> <li>• There are no sporting activities</li> <li>• Physical Education will occur in the classroom or through use of technology until it is determined it is safe to use the gym</li> </ul>	Same as Yellow	Physical Education Teacher, School Supervisors, therapists	N/A	No
<b>* Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>• Students have own baskets</li> <li>• Students must wash hands when changing classroom activities</li> <li>• Follow CDC Guidelines for cleanliness after use and social distancing to maximum extent possible</li> <li>• Monitor students who touch their face and mouth and attempt to encourage/assist with hand sanitizer</li> </ul>	Same as Yellow	Classroom Staff	N/A	Yes
<b>* Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>• Create master schedule for staggering arrival/departure</li> <li>• Designate zones for staff and share with staff</li> <li>• Designate restrooms for classrooms and schedule times for minimal interaction</li> </ul>	Same as Yellow	School Supervisors, Classroom Staff, Office Staff	N/A	Yes
<b>* Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>• Collect/maintain district plans for students</li> <li>• Designate entrances for parent drop offs for arrival/departure</li> <li>• Door Monitors to assist with the arrival/departure protocol</li> </ul>	Same as Yellow	School Supervisors	N/A	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	<ul style="list-style-type: none"> <li>Students remain in their classroom during day</li> <li>Limit large group gatherings</li> <li>Continue some virtual activity</li> <li>Typical class sizes are 6-10 students</li> </ul>	Same as Yellow	School Staff	<ul style="list-style-type: none"> <li>Markers on sidewalk spaced 6 feet apart</li> </ul>	Yes
* Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A	N/A	N/A	N/A	N/A
* Other social distancing and safety practices	<ul style="list-style-type: none"> <li>Travel lanes in the school</li> <li>Zones for students and staff</li> <li>Follow CDC, OCDEL, DOH,WHO guidelines</li> <li>Eliminate classroom materials that cannot be easily cleaned or washed after use</li> </ul>	Same as Yellow	School Supervisors and Classroom Staff	<ul style="list-style-type: none"> <li>Directional markers on walls</li> <li>CDC, OCDEL, DOH, WHO guidelines</li> </ul>	Yes

## 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?

**Summary of Responses to Key Questions:**

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>• Staff will self-screen prior to coming to work using the Barber National Institute's Attestation Form as reference for how to self-screen. This will include a daily self-check of temperature and COVID-19 symptoms. If staff's temperature is greater than 100.4 or if they have symptoms, they will call into school office to report temperature immediately. Information is provided to Human Resources, Supervisors and Governance, Risk Management.</li> <li>• Parents will take child's temperature daily prior to boarding the bus or upon entry to school. Temperature must be below 100.4 without medication to attend school.</li> <li>• Students will be screened by classroom staff after arrival. Screening will be documented daily.</li> <li>• Parents will be asked to report any exposures or cases of COVID-19 to the school office and school nurse.</li> <li>• Reports COVID positive cases to Department of Health within 24 hours.</li> <li>• Weekly report to PDE and APS students/staff.</li> </ul>	<p>Same as Yellow</p>	<p>Direct Supervisors Human Resources Governance, Risk Management</p> <p>Direct Supervisors, Human Resources (students), Governance, Risk Management (staff)</p> <p>School Supervisors, school office staff, Human Resources, and nursing.</p>	<ul style="list-style-type: none"> <li>• Thermometer</li> <li>• BNI Attestation Form</li> <li>• BNI screening/call off Form</li> </ul>	<p>Yes</p>
<p><b>* Isolating or quarantining</b></p>	<ul style="list-style-type: none"> <li>• Employees who do not pass the screening criteria shall not be allowed to</li> </ul>	<p>Same as Yellow</p>	<p>Direct Supervisors, Jen Kennedy,</p>	<p>N/A</p>	<p>Yes</p>

<p><b>students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>work until they are clear from any symptoms and/or have been deemed safe to return to work by their physician.</p> <ul style="list-style-type: none"> <li>• Employees who show symptoms while at work will be excluded from the facility and be instructed to contact their physician.</li> <li>• For students who exhibit symptoms during the day, nursing will evaluate students. Should a student be determined to have a symptom(s), isolation guidelines will be followed. Their parents or designee will be contacted to pick them up. Parents are asked to contact their physician to see if their child needs COVID-19 testing.</li> <li>• If testing is required or student has a COVID-19 exposure, we must have a note from a physician or CRNP to return to school.</li> <li>• Students sent home with symptoms who don't have known COVID-19 exposure can return to school two days after symptoms subside and at least 24 hours of no fever reducing medicine. Testing is recommended. Physician or CRNP must complete form noting symptoms are not related to COVID.</li> </ul>		<p>Governance Risk Management, Compliances, and HIPAA</p> <p>Direct Supervisors</p> <p>Nursing</p>	<p>N/A</p> <ul style="list-style-type: none"> <li>• Isolation area</li> <li>• Thermometer</li> </ul>	<p>Yes</p> <p>Yes</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>• Staff who do not pass the screening criteria shall not be allowed to work until they are clear from any symptoms and/or have been deemed safe to return to work by their physician / CRNP with CDC/DOH guidance</li> </ul>	<p>Same as Yellow</p>	<p>Direct supervisor, Jen Kennedy, Governance Risk Management, Compliances, and HIPAA</p>	<p>N/A</p>	<p>Yes</p>



	<ul style="list-style-type: none"> <li>Students who have been in quarantine or isolated will not return to school until cleared by a physician with CDC/DOH guidance</li> <li>BNI will follow Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19: <a href="https://www.pakeys.org/wp-content/uploads/2021/12/Announcement-C-21-11-Addition-of-COVID-19-to-List-of-Reportable-Communicable-Diseases-FINAL.pdf">https://www.pakeys.org/wp-content/uploads/2021/12/Announcement-C-21-11-Addition-of-COVID-19-to-List-of-Reportable-Communicable-Diseases-FINAL.pdf</a> (Updated December 20, 2021).</li> </ul>		Nursing	N/A	Yes
<b>* Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>The Barber National Institute Employee Portal includes a section dedicated to all covid-19 related information, including all communication, assignments, resources and more.</li> <li>There is also information publicly available on the Barber National Institute website.</li> <li>We will use our mass communication tool, One Call Now, to reach our families and staff via phone call or text message with updates. We also use BNI email to reach all of our staff.</li> <li>Direct supervisors are responsible for ensuring that the current COVID/BNI procedures outlined are available to and are followed by all staff, family members, and others affiliated with the organization.</li> <li>Identify person(s) as point of contact for COVID-related communications and establish procedures for communication</li> </ul>	Same as Yellow	Direct supervisors; pandemic coordinator; human resources; public affairs office; Mary Cuneo (Strategic Communication Team)  Jen Kennedy, Governance Risk Management,	<ul style="list-style-type: none"> <li>BNI Employee Portal</li> <li><a href="http://www.BarberInstitute.org">www.BarberInstitute.org</a></li> <li>One Call Now</li> </ul> N/A	 Yes  Yes  Yes  Yes

			Compliances, and HIPAA, for staff Mary Cuneo, Strategic Communications, for informing the general public		
<b>* Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>The school will continue to follow all protocols outlined by the organization, Erie County, PDE, PA DOH, CDC</li> </ul>	Same as Yellow	Direct Supervisors	<ul style="list-style-type: none"> <li>Regulations/ recommendations from PDE, DOH, CDC, WHO</li> </ul>	Yes

## 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?

### Summary of Responses to Key Questions:

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><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>• Staff who are at higher risk for severe illness should notify their direct supervisor and Human Resources immediately.</li> <li>• Staff should contact their healthcare professional with concerns about COVID and underlying conditions.</li> <li>• Staff assignments may be adjusted for the protection of the individual, as determined by the direct supervisor and Human Resources</li> <li>• Students who are at higher risk have the option of total remote instruction or partial remote instruction</li> </ul>	<p>Same as Yellow</p>	<p>Direct Supervisors, Human Resources</p>	<p>N/A</p>	<p>Yes</p>
<p><b>* Use of face coverings by all staff</b></p>	<ul style="list-style-type: none"> <li>• Face coverings must be worn by all students, nonstudents, staff, and visitors while on school property (indoors and outdoors)</li> <li>• If staff has difficulty wearing a face covering, they are to contact Human Resources immediately</li> <li>• Face coverings may be removed to eat or drink; however, social distancing must be practiced</li> <li>• Mitigate or eliminate employee, teacher, student and visitor exposure to people who cannot wear or refuse to wear a face covering</li> </ul>	<p>Same as Yellow</p>	<p>Direct Supervisors Human Resources</p>	<ul style="list-style-type: none"> <li>• Face coverings provided; BNI face covering utilization guidelines</li> </ul>	<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><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>All students must wear face coverings while on school property(indoors and outdoors)</li> <li>Individuals must wear a face covering that covers their nose and mouth unless they have a medical or mental health condition or disability, documented in accordance with the ADA, the precludes the wearing of a face covering in school. However, all alternatives to wearing a face covering, including the use of a face shield, should be exhausted before an individual is granted an exception to wearing a face covering. Exceptions will be noted in IEP with plan, if possible, to desensitize to wearing a face covering</li> <li>The use of face coverings should be taught and reinforced among all staff</li> <li>Students and families will be taught how to properly wear a face covering, to maintain hand hygiene when removing face covering, and how to replace and maintain a cloth face covering</li> <li>Students are allowed to remove their face covering when eating or drinking when spaced at least 6’ apart, or when wearing a face covering creates an unsafe condition, or are at least 6’ apart during “face-covering breaks” to last no longer than 10 minutes</li> </ul>	Same as Yellow	School Supervisors	<ul style="list-style-type: none"> <li>Face coverings</li> <li>BNI face covering utilization guidelines</li> <li>PDE/DOH face covering guidelines: <a href="https://www.pakeys.org/wp-content/uploads/2021/12/Announcement-C-21-10-Obsolete-Certification-Announcements-for-Certified-Child-Care-Providers-Order-of-the-Acting-Secretary-of-the-Pennsylvania-Department-of-Health.pdf">https://www.pakeys.org/wp-content/uploads/2021/12/Announcement-C-21-10-Obsolete-Certification-Announcements-for-Certified-Child-Care-Providers-Order-of-the-Acting-Secretary-of-the-Pennsylvania-Department-of-Health.pdf</a></li> </ul>	Yes
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>Parents will be advised to consult with physician if their child has complex needs.</li> </ul>	Same as Yellow	School Supervisors and IEP team	N/A	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)
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>Staff assignments may be adjusted for the protection of the individual, as determined by the direct supervisor.</li> </ul>	Same as Yellow	School Supervisors Human Resources	N/A	Yes

## 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
<b>Pandemic Preparedness Training Plan: Hand Hygiene, the Basics; Preparing for Pandemic Influenza, Infection Control, The basics and Transmission Based Precautions</b>	School Staff	School Nurse/Critical Skills Trainer	Virtual/Barber Hub	CDC Resources	8/31/2020	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Coronavirus (COVID19) Prevention in the Workplace</b>	School Staff	School Nurse/Critical Skills Trainer	Virtual/Barber Hub	CDC Resources	8/31/2020	Ongoing
<b>Infection Prevention and Control</b>	School Staff	School Nurse/Critical Skills Trainer	Virtual/Barber Hub	CDC Resources	8/31/2020	Ongoing
<b>OSHA Universal Precautions</b>	School Staff	School Nurse/Critical Skills Trainer	Virtual/Barber Hub	OSHA Resources	8/31/2020	Ongoing
<b>Hygiene Basics</b>	Staff and Students	School Nurse/Critical Skills Trainer	Virtual/Barber Hub	CDC Resources	8/31/2020	Ongoing
<b>Daily Cleaning</b>	Housekeeping	Supervisors	Presentation	CDC Resources; cleaning supplies	8/31/2020	Ongoing
<b>Temperature Scans/Isolation and Quarantine of Students and Staff</b>	School Staff	School Nurse	Presentation	Procedures	8/31/2020	Ongoing
<b>Unique Safety Protocols for Students with Complex Needs or vulnerable individuals</b>	Parents	Administration	Presentation	IEP team	8/1/2020	Ongoing
<b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	Teachers	Supervisors	Presentation	Procedures	8/31/2020	Ongoing
<b>Staggering the use of communal spaces and hallways including travel zones</b>	School Staff Students	Supervisors	Presentation	Signs and markings for walls and floors	9/8/2020	Ongoing
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	School Staff	Supervisors	Presentation	Signs and markings for walls and floors	9/8/2020	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	School Staff Students	Supervisors	Presentation	Signs and markings for walls and floors	9/8/2020	Ongoing
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	Housekeeping Maintenance Cafeteria Staff School Staff	Supervisors	Virtual/Barber Hub	Cleaning Supplies	8/31/2020	Ongoing
<b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Students School Staff	School Nurse	Virtual/Barber Hub	CDC materials, curriculum, video materials, website, posters	8/31/2020	Ongoing
<b>Monitoring students and staff for symptoms and history of exposure</b>	School Staff Students	School Nurse	Student/Staff Observation	Temperature scanners, posting of symptoms on web and posters	8/31/2020	Ongoing
<b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	School Staff Parents Visitors	School Nurse	Supervisor and Nurses Presentation	CDC guidance and Department of Health assistance and Isolation room	8/31/2020	Ongoing
<b>Returning isolated or quarantined staff, students, or visitors to school</b>	School Staff Parents Visitors	School Nurse	Communication with families of students, staff, visitors	Videos, letters, website, Portal	8/31/2020	Ongoing
<b>Proper use of face covering</b>	School Staff	School Nurse	Virtual/Barber Hub	CDC Resources/Youtube	8/31/2020	Ongoing
<b>Proper use of PPE and symptoms of covid</b>	School Staff	School Nurse	Virtual/Barber Hub	CDC Resources/YouTube	8/31/2020	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>School-specific procedures and training</b>	School Staff	Supervisors	Presentation	Procedures	8/31/2020	Ongoing
<b>Updates on school-specific procedures and training</b>	School Staff	Supervisors	Presentation	Procedures	Ongoing	Ongoing



### 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
<b>Health and Safety Plan</b>	BNI Board of Directors, ELBS Advisory Board	Maureen Barber-Carey (Executive Vice President), Cindy Priester (Director of Children and Youth)	Parent letter, email, One Call Now Call/Text, BNI website	8/5/2020	Updated/ongoing
<b>Parent Updates</b>	School Community Families	Maureen Barber-Carey (Executive Vice President), Cindy Priester (Director of Children and Youth)	One Call Now Call/Text, Mail, email, BNI website	Ongoing, weekly as needed	N/A

## Health and Safety Plan Summary: **Elizabeth Lee Black School**

Anticipated Launch Date: **September 8, 2020**

Effective **December 14, 2020: We have moved to Blended instruction**

Effective **March 1, 2021: We have moved to Scaffolded instruction**

Effective **August 26, 2021: We have moved to In-school instruction**

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
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"><li>• Deep clean, disinfect before start of school</li><li>• Ongoing daily sanitation of offices</li><li>• Ongoing cleaning of all surfaces after use in classroom</li><li>• Ongoing end of the day disinfecting of all used areas</li><li>• Student basket cleaning</li><li>• Staff &amp; Classroom Restroom per BNI guidelines</li><li>• Transportation agreements with contracted agencies-collect plan</li><li>• Hallway walls and floors</li><li>• Establish cafeteria protocol</li><li>• Evaluate and maintain ventilation system by licensed HVAC maintenance personnel</li><li>• For areas without outdoor ventilation, new Ion Technology Air Purifiers have been installed</li></ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>• Limit number of staff and students interactions with other groups</li> <li>• Manage students in groups during classroom time with 6 feet to maximum extent possible</li> <li>• Evaluate student seating and eliminate face to face interaction as much as possible</li> <li>• Evaluate need for plexiglass dividers between students and construct</li> <li>• Utilize outdoor teaching space as appropriate</li>   <li>• Breakfast/lunch will be in classroom</li> <li>• Meal carts will be used to deliver prepackaged meals to classrooms</li>   <li>• Schedule times for communal spaces</li> <li>• Follow CDC guidelines for handwashing and social distancing to maximum extent possible</li> <li>• Observe students who touch their face and encourage/conduct hand sanitizing</li>   <li>• Ongoing posters for handwashing</li> <li>• Posters for following CDC</li> <li>• Posters for following proper hygiene protocol in all common areas</li> <li>• Posters stating that face coverings are required by Order of the Secretary of Health posted in common areas visible to all people including employees, teachers, students, and visitors</li>   <li>• Use of sensory room and gym evaluated on an ongoing basis</li> <li>• Outdoor activities will be encouraged as much as possible</li> <li>• There are no sporting activities</li> <li>• Physical Education will occur in the classroom or through use of technology</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<ul style="list-style-type: none"> <li>• Students have own baskets</li> <li>• Students must wash hands when changing classroom activities</li> <li>• Follow CDC Guidelines for cleanliness after use and social distancing to maximum extent possible</li> <li>• Monitor students who touch their face and mouth and attempt to encourage/assist with hand sanitizer</li>   <li>• Create master schedule for staggering arrival/departure</li> <li>• Designate zones for staff and share with staff</li> <li>• Designate restrooms for classrooms and schedule times for minimal interaction</li>   <li>• Collect district plans for students</li> <li>• Designate entrances for parent drop offs for arrival/departure</li> <li>• Door Monitors to assist with the arrival/departure protocol</li>   <li>• Students remain in their classroom during day</li> <li>• Limit large group gatherings</li> <li>• Continue some virtual activity</li> <li>• Typical class sizes are 6-10 students.</li>   <li>• N/A</li>   <li>• Travel lanes in the school</li> <li>• Zones for students and staff</li> <li>• Follow CDC, OCDEL, DOH, WHO guidelines</li> </ul>



Requirement(s)	Strategies, Policies and Procedures
<p data-bbox="205 630 949 695"><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p data-bbox="205 1237 1008 1302"><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p data-bbox="1171 228 1852 289">Parents are asked to contact their family care physician to see if their child needs COVID-19 testing.</p> <ul data-bbox="1123 295 1894 889" style="list-style-type: none"><li>• If testing is required or student has a COVID-19 exposure, we must have a note from a physician/CRNP in order to return to school.</li><li>• Students sent home with symptoms who don't have known COVID-19 exposure can return to school two days after symptoms subside and at least 24 hours of no fever reducing medicine.</li><li>• Staff who do not pass the screening criteria shall not be allowed to work until they are clear from any symptoms and/or have been deemed safe to return to work by their physician with CDC/DOH guidance</li><li>• Students who have been in quarantine or isolated will not return to school until cleared by a physician with CDC/DOH guidance</li><li>• BNI will follow Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19:</li></ul> <p data-bbox="1075 896 1894 987"><a href="https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/Plans%20and%20Processes%20for%20K-12%20Schools%20During%20COVID-19.pdf">https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/Plans%20and%20Processes%20for%20K-12%20Schools%20During%20COVID-19.pdf</a></p> <p data-bbox="1075 1019 1402 1052">(Updated August 11, 2021).</p> <ul data-bbox="1123 1084 1894 1416" style="list-style-type: none"><li>• The Barber National Institute Employee Portal includes a section dedicated to all covid-19 related information, including all communication, assignments, resources and more.</li><li>• There is also information publicly available on the Barber National Institute website.</li><li>• We will use our mass communication tool, One Call Now, to reach our families and staff via phone call or text message with updates. We also use BNI email to reach all of our staff.</li><li>• Direct supervisors are responsible for ensuring that the current COVID/BNI procedures outlined are available to and</li></ul>

Requirement(s)	Strategies, Policies and Procedures
	<p>are followed by all staff, family members, and others affiliated with the organization.</p> <ul style="list-style-type: none"> <li>• Identify one person as point of contact for COVID-related communications and establish procedures for communication</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>• Staff who are at higher risk for severe illness should notify their direct supervisor and Human Resources immediately.</li> <li>• Staff should contact their healthcare professional with concerns about COVID and underlying conditions.</li> <li>• Staff assignments may be adjusted for the protection of the individual, as determined by the direct supervisor and Human Resources.</li> <li>• Students who are at higher risk have the option of total remote instruction or partial remote instruction</li> </ul>
<p><b>* Use of face coverings by all staff</b></p>	<ul style="list-style-type: none"> <li>• Face coverings must be worn by all nonstudents, staff, and visitors while on school property (indoors and outdoors)</li> <li>• If staff has difficulty wearing a face covering, they are to contact Human Resources immediately</li> <li>• Face coverings may be removed to eat or drink; however, social distancing must be practiced</li> <li>• Mitigate or eliminate employee, teacher, student and visitor exposure to people who cannot wear or refuse to wear a face covering</li> <li>• All students must wear face coverings while on school property(indoors and outdoors)</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>           <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>• Individuals must wear a face covering that covers their nose and mouth unless they have a medical or mental health condition or disability, documented in accordance with the ADA, that precludes the wearing of a face covering in school. However, all alternatives to wearing a face covering, including the use of a face shield, should be exhausted before an individual is granted an exception to wearing a face covering. Exceptions will be noted in IEP with plan, if possible, to desensitize to wearing a face covering</li> <li>• The use of face coverings should be taught and reinforced among all staff</li> <li>• Students and families will be taught how to properly wear a face covering, to maintain hand hygiene when removing face covering, and how to replace and maintain a cloth face covering</li> <li>• Students are allowed to remove their face covering when eating or drinking when spaced at least 6' apart, or when wearing a face covering creates an unsafe condition, or are at least 6' apart during "face-covering breaks" to last no longer than 10 minutes</li>   <li>• Parents will be advised to consult with physician if their child has complex needs.</li>   <li>• Staff assignments may be adjusted for the protection of the individual, as determined by the direct supervisor.</li> </ul>



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the **Elizabeth Lee Back School** reviewed and approved the Phased School Reopening Health and Safety Plan on January 11, 2022.

The plan was approved by a vote of:

Yes

No

Affirmed on:

By:



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*(Signature\* of Board President)*

William M Gloekler

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*(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.