

Penn-Mont Academy

Phased School Reopening Health and Safety Plan

Penn-Mont Academy (PMA) has prepared this reopening plan in accordance with guidelines issued by the Pennsylvania Department of Education (PDE) for all schools in the Commonwealth.

PDE guidance includes:

- 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.

Penn-Mont Academy continues to monitor its Health and Safety Plan throughout the year and update as needed.

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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: Penn-Mont Academy

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. *PMA will file a waiver to be open for childcare if this occurs and any students needing care will be accommodated at no additional cost (this service would be for ALL students, not just subscribers).
- 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.

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

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).

Anticipated launch date for in-person learning: August 26, 2020

Pandemic Coordinator/Team

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.

For each additional pandemic team member, 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 are listed below.

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)
Andrea Okonak	Administration- Head of School	Both
Shannan Ake	Administration- Director of Education	Both
Jessica Mills	Administration- Administrative Coordinator	Both
Lisa Myers	Administration- COVID-19 Safety Officer	Both
Heather Chilcote	Infant/Toddler Teacher	Pandemic Crisis Response Team
Marissa Stickles	Children's House Teacher	Pandemic Crisis Response Team
Samantha Willett	Lower Elementary Teacher	Pandemic Crisis Response Team
Karen Beerbower	Upper Elementary Teacher	Pandemic Crisis Response Team
Rachel Cahill	Specials Teacher	Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

Under Green Phase: In-person learning within Penn-Mont Academy facility will occur according to regular schedules.

Significant adjustments will be made within the school to minimize the potential spread of the virus. These adjustments include but are not limited to:

- Increasing physical distancing in classrooms, hallways, multipurpose room, and other areas by adapting the facility, flow of students, and other daily behaviors.
- Limiting gatherings to minimize the number of people in a room at any one time.
- Adding sanitizing and cleaning practices throughout the day.
- Increase disinfecting of shared items.
- Add monitoring and other protocols to avoid having infected people within the school.
- Additional communication to inform community: emails, Parent Square messages, in person communications, signage, etc.

Details by Domain

For each domain of the Health and Safety Plan, a detailed summary describing the key strategies, policies, and procedures Penn-Mont Academy will employ are outlined. The domain summary will serve as the public-facing description of the efforts PMA will take to ensure health and safety of every stakeholder in our community.

The summary is focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>All buildings will be cleaned and disinfected on a daily basis per CDC guidelines.</p> <p>Enhanced disinfection will take place during the day on high touch surfaces.</p> <p>All water fountain bubblers will be turned off, utilizing touch free bottle filling stations only.</p>	<p>All buildings will be cleaned and disinfected on a daily basis per CDC guidelines.</p> <p>Enhanced disinfection will take place during the day on high touch surfaces.</p> <p>All water fountain bubblers will be turned off, utilizing touch free bottle fill stations only.</p>	Lisa Myers	Misting Machine	
Other cleaning, sanitizing, disinfecting, and ventilation practices		<p>Faculty and staff provided spray and wipes</p> <p>Sanitizer available</p>	Lisa Myers		No

Social Distancing and Other Safety 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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.	Physical distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.	Andrea Okonak Shannan Ake	NA	No
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	4 children per lunch table Staff monitoring will enforce restrictions of congregating and maintaining social distancing	4 children per lunch table Staff monitoring will enforce restrictions of congregating and maintaining social distancing	Andrea Okonak Shannan Ake Jessica Mills	NA	No
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Hand Washing/Hand Sanitizing Protocols Adopt Hand Hygiene Practices from the CDC All visitors must use hand sanitizer upon	Hand Washing/Hand Sanitizing Protocols Adopt Hand Hygiene Practices from the CDC All visitors must use hand sanitizer upon	Andrea Okonak Shannan Ake Lisa Myers Heather Chilcote Marissa Stickles	Soap Hand Sanitizer Disinfectant Wipes Disinfectant Spray Paper Towels	No

	<p>entering the building.</p> <p>Classroom disinfecting protocols during school day.</p> <p>Each instructional space will have disinfecting spray and disinfecting wipes.</p> <p>All student workspaces will be disinfected by teachers as needed.</p>	<p>entering the building.</p> <p>Classroom disinfecting protocols during school day.</p> <p>Each instructional space will have disinfecting spray and disinfecting wipes.</p> <p>All student workspaces will be disinfected by teachers as needed.</p>	<p>Samantha Willett</p> <p>Karen Beerbower</p> <p>Rachel Cahill</p>		
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>PMA will utilize the CDC signage for restrooms, hallways, and classrooms.</p> <p>Markings on the floor to promote social distancing.</p> <p>Signage and Messaging Handwashing signs will be posted in every bathroom and by classroom sinks (appropriate</p>	<p>PMA will utilize the CDC signage for restrooms, hallways, and classrooms.</p> <p>Markings on the floor to promote social distancing.</p> <p>Signage and Messaging Handwashing signs will be posted in every bathroom and by classroom sinks (appropriate</p>	<p>Andrea Okonak</p> <p>Shannan Ake</p> <p>Jessica Mills</p> <p>Lisa Myers</p>	<p>Signage Marking Materials</p>	<p>No</p>

	<p>hand washing guidance).</p> <p>Visitor signage regarding entry, hand sanitizer, etc.</p> <p>The school website will continue to have updates regarding COVID-19.</p> <p>Parent Square posts.</p>	<p>hand washing guidance).</p> <p>Visitor signage regarding entry, hand sanitizer, etc.</p> <p>The school website will continue to have updates regarding COVID-19.</p> <p>Parent Square posts.</p>			
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>School building will be closed to all visitors, volunteers, etc.</p>	<p>School visitations will be limited to essential school personnel only.</p> <p>All visitors will need approval of building administration prior to entering the building and must follow all pre-established safety protocols.</p> <p>Any visitor approved to enter the building will need to follow all health/safety procedures.</p>	<p>Lisa Myers</p> <p>Jessica Mills</p> <p>Shannan Ake</p> <p>Andrea Okonak</p>	<p>NA</p>	<p>No</p>

<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>CDC considerations for Youth Sports will be evaluated and incorporated into planning for physical education classes and recess times to the extent possible.</p> <p>Physical Education and recess schedules and activities will be evaluated to maximize to the extent possible social distancing.</p> <p>All physical education and recess activities will be assessed to minimize student contact and promote social distancing.</p>	<p>CDC considerations for Youth Sports will be evaluated and incorporated into planning for physical education classes and recess times to the extent possible.</p> <p>Physical Education and recess schedules and activities will be evaluated to maximize to the extent possible social distancing.</p> <p>All physical education and recess activities will be assessed to minimize student contact and promote social distancing.</p>	<p>Andrea Okonak</p> <p>Shannan Ake</p>	<p>NA</p>	<p>Yes</p>
<p>Limiting the sharing of materials among students</p>	<p>PMA will provide each student with their own individual school supply box.</p> <p>Limit sharing when possible, for materials that will need to be shared, cleaning</p>	<p>PMA will provide each student with their own individual school supply box.</p> <p>Limit sharing when possible, for materials that will need to be shared, cleaning</p>	<p>Andrea Okonak</p> <p>Shannan Ake</p>	<p>NA</p>	<p>Yes</p>

	procedures will be put in place.	procedures will be put in place.			
Staggering the use of communal spaces and hallways	All building schedules will be evaluated and adapted to the extent possible to limit the number of students and staff moving through communal spaces and/or hallways throughout the day.	All building schedules will be evaluated and adapted to the extent possible to limit the number of students and staff moving through communal spaces and/or hallways throughout the day.	Andrea Okonak Shannan Ake Lisa Myers Heather Chilcote Marissa Stickle Samantha Willett Karen Beerbower Rachel Cahill		Yes
Adjusting transportation schedules and practices to create social distance between students	PMA does not provide transportation. Please refer to public school staggering and schedules.	PMA does not provide transportation. Please refer to public school staggering and schedules.	Jessica Mills		Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students classrooms and other learning spaces, and	Classroom spaces will be evaluated and class sizes will be set to ensure social distancing to the extent possible.	Classroom spaces will be evaluated and class sizes will be set to ensure social distancing to the extent possible.	Andrea Okonak Shannan Ake Lisa Myers Heather Chilcote		No

<p>interactions between groups of students</p>	<p>Building schedules and procedures will be evaluated to limit classroom movement between spaces and interactions between groups of students to the extent possible.</p>	<p>Building schedules and procedures will be evaluated to limit classroom movement between spaces and interactions between groups of students to the extent possible.</p>	<p>Marissa Stickles Samantha Willett Karen Beerbower Rachel Cahill</p>		
<p>Other social distancing and safety practices</p>	<p>Social distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.</p> <p>Encouraging students and staff to wear face coverings when physical distancing may not be possible.</p> <p>Additional social distancing and safety practices may be established based on the evaluation of the implementation of this plan.</p>	<p>Social distancing will be practiced, modeled, and encouraged in an age-appropriate manner. Staff will model and instruct as needed.</p> <p>Encouraging students and staff to wear face coverings when physical distancing may not be possible.</p> <p>Additional social distancing and safety practices may be established based on the evaluation of the implementation of this plan.</p>	<p>Andrea Okonak Shannan Ake Lisa Myers Heather Chilcote Marissa Stickles Samantha Willett Karen Beerbower Rachel Cahill</p>		<p>Yes</p>

Monitoring Student and Staff Health

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Monitor and track students and staff who report symptoms to school personnel.</p> <p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No children with symptoms will be sent on a bus or brought to school.</p> <p>All staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Temperature screening will be required upon entrance to school for students or staff.</p> <p>Students/staff with temperature 100.6</p>	<p>Monitor and track students and staff who report symptoms to school personnel.</p> <p>Symptom screening will be done by all parents/guardians at home each morning before the school day.</p> <p>No children with symptoms will be sent on a bus or brought to school.</p> <p>All staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Temperature screening will be required upon entrance to school for students or staff.</p> <p>Students/staff with temperature 100.6</p>	<p>Lisa Myers</p> <p>Jessica Mills</p> <p>Shannan Ake</p> <p>Andrea Okonak</p>	<p>Self-Screen and Reporting Procedures</p> <p>Staff training</p> <p>Parent and Community Resources</p>	<p>Yes</p>

	<p>or higher will not be allowed at school.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p>	<p>or higher will not be allowed at school.</p> <p>Students and staff will consistently be made aware of the signs and symptoms of COVID-19.</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students will be immediately sent home in the event of any flu or COVID-19 symptoms.</p> <p>Parents are asked to provide multiple available emergency contacts who can assist in the pick-up of a sick child within 30 minutes of the school calling.</p> <p>Students will be excused from school if sent home for a minimum of 72 hours/3 school days.</p> <p>The Head of School is notified immediately that the student was sent home due to COVID-19 symptoms.</p> <p>Room in the administrative area designated as isolation area for</p>	<p>Students will be immediately sent home in the event of any flu or COVID-19 symptoms.</p> <p>Parents are asked to provide multiple available emergency contacts who can assist in the pick-up of a sick child within 30 minutes of the school calling.</p> <p>Students will be excused from school if sent home for a minimum of 72 hours/3 school days.</p> <p>The Head of School is notified immediately that the student was sent home due to COVID-19 symptoms.</p> <p>Room in the administrative area designated as isolation area for</p>	<p>Lisa Myers</p> <p>Jessica Mills</p> <p>Shannan Ake</p> <p>Andrea Okonak</p>		<p>Yes</p>

	individuals with symptoms and communicated history of exposure while awaiting dismissal from the building.	individuals with symptoms and communicated history of exposure while awaiting dismissal from the building.			
* Returning isolated or quarantined staff, students, or visitors to school	State and federal guidelines will be used to determine when an isolated or quarantined staff, student, or visitor may return to school.	State and federal guidelines will be used to determine when an isolated or quarantined staff, student, or visitor may return to school.	Andrea Okonak Shannan Ake		Yes
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	PMA will utilize a number of communication tools to notify staff, families and the public of a school closure including, but not limited to: school webpage, Parent Square, social media, and letters.	PMA will utilize a number of communication tools to notify staff, families and the public of a school closure including, but not limited to: school webpage, Parent Square, social media, and letters.	Andrea Okonak Shannan Ake		No
Other monitoring and screening practices	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Additional monitoring and screening practices will be implemented as needed through the ongoing evaluation of this plan.	Andrea Okonak Shannan Ake		No

Other Considerations for Students and Staff

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>*Use of face coverings (masks or face shields) by all staff</p>	<p>PMA will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health.</p> <p>Face shields may be utilized by staff to assist the learning process for students.</p>	<p>PMA will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health.</p> <p>Face shields may be utilized by staff to assist the learning process for students.</p>	<p>Andrea Okonak</p> <p>Shannan Ake</p> <p>Jessica Mills</p> <p>Lisa Myers</p> <p>Heather Chilcote</p> <p>Marissa Stickle</p> <p>Samantha Willett</p> <p>Karen Beerbower</p> <p>Rachel Cahill</p>		<p>No</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>PMA will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania</p>	<p>PMA will comply with the face covering requirements issued by the Pennsylvania Department of Education and Pennsylvania Department of Health.</p>	<p>Shannan Ake</p> <p>Jessica Mills</p> <p>Lisa Myers</p> <p>Heather Chilcote</p>		<p>No</p>

	<p>Department of Health.</p> <p>Students will receive regular face covering breaks throughout the day to reduce the likelihood that face coverings become a distraction to student learning.</p>	<p>Students will receive regular face covering breaks throughout the day to reduce the likelihood that face coverings become a distraction to student learning.</p>	<p>Marissa Stickle</p> <p>Samantha Willett</p> <p>Karen Beerbower</p> <p>Rachel Cahill</p>		
<p>Strategic deployment of staff</p>	<p>PMA will work to ensure adequate substitute coverage and staffing based on an anticipated higher than normal call-off rate.</p>	<p>PMA will work to ensure adequate substitute coverage and staffing based on an anticipated higher than normal call-off rate.</p>	<p>Lisa Myers</p> <p>Jessica Mills</p> <p>Shannan Ake</p> <p>Andrea Okonak</p>		<p>No</p>

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
School Hygiene and Safety Practices	Staff	Andrea Okonak	TWW training	NA	August 19, 2020	August 19, 2020
Cleaning Protocols for Cleaning Company	Pinnacle Cleaning	Andrea Okonak & Lisa Myers	Discussion with Jim Kilmartin	NA	March 13, 2020 May 29, 2020	March 13, 2020 May 29, 2020
School Health Protocols	Staff	Andrea Okonak	Small Group	NA	August 19, 2020	August 19, 2020
Quarantine Staff/Students	Staff	Andrea Okonak	Small Group	NA	August 19, 2020	August 19, 2020
COVID-19 Awareness	Staff	Andrea Okonak	Small Group	NA	August 19, 2020	August 19, 2020

Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Parent Updates	Parents/Guardians	Andrea Okonak	Written Communication	Multiple times between March 13, 2020 & July 2020	Ongoing
Parent Survey	Parents/Guardians	Andrea Okonak	Parent Square	June 22, 2020	June 29, 2020
Staff Survey	Staff	Andrea Okonak	Parent Square	June 22, 2020	June 29, 2020
BOD Meeting	Board of Directors/Head of School	Andrea Okonak	Zoom Meeting	June 29, 2020	June 29, 2020

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for Penn-Mont Academy reviewed and approved the Phased School Reopening Health and Safety Plan on August 16, 2020.

The plan was approved by a vote of:

Yes
 No

Affirmed on: August 17, 2020

By:

Laura O. Burke

(Signature* of Board President)

Laura O. Burke

(Print Name of Board President)