

St Joseph Center for Special Learning

Bob Giba

Plan Submitted By

Bob Giba

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

St Joseph Center for Special Learning

What is your scheduled first day of school for the 2020-2021 school year?

Aug 31, 2020

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

We have developed a system of protocols for both students and staff to follow in order to enter or depart the school site. This will include masks, temperature checks, social distancing and regular sanitizing. Products and supplies were purchased in order for these practices to be more easily carried out and adhered to. Due to current enrollment, social distancing can be followed with little disruption or alteration to the physical make up of the building.

How did you engage stakeholders in the type of re-opening your school entity selected?

Weekly telephone calls and Zoom meetings were held with stakeholders, school board, parents and ancillary providers.

How will you communicate your plan to your community?

We will mail an official letter to required stakeholders as well as deliver a video announcement on all school social media.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Any school closure or significant modification will be carried out with oversight and collaboration with the Diocese of Allentown, school board and the SJC administrative team including teachers.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Bob Giba	Principal	Both
2	Jean Mahall	SJC Teacher	Both
3	Joell Olenik	SJC Teacher	Both
4	Sarah Marouchoc	SJC Teacher	Both
5	Alyssa Pauly	SJC Program Specialist	Both
6	Ken Huebner	SJC Board Chair	Both
7	Wayne Herring	SJC Board Vice President	Both
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How will you ensure the building is cleaned and ready to safely welcome staff and students?

Prior to the reopening, specific staff have been identified to be a part of a cleaning and sanitizing team that will provide a through sweep of the building.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

SJC was awarded monies through the local school district to order necessary cleaning supplies. This requisition was already handed in and we are awaiting the delivery of requested supplies. SJC has also been the recipient of cleaning donations through local community action agencies. SJC has also purchased a cleaning solution system that will be installed at the school the week of August 10th. This system is a comprehensive initiative that will provide staff with various cleaning solutions for many specific areas such as floors, surfaces and bathrooms.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

Normal cleaning and sanitization will occur everyday as required and then a final cleaning at end of day.

What protocols will you put in place to clean and disinfect throughout an individual school day?

Teachers will be required to keep their classrooms clean and sanitized on a daily basis throughout the day. If further or additional cleaning needs to happen, time must be taken to complete. Common areas will be assigned to rotating staff including the administrative team members. This will include the kitchen, large room and bathrooms. Common areas will be randomly checked for any needed attention throughout the 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?

The administrative team, education staff and program specialist will be trained utilizing training materials from the CDC, DOH and ODP. Educational staff will receive their training during their annual sessions the week before school opens.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Bob Giba - Principal	cleaning products, masks, gloves and hand sanitizer	No	

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Bob Giba - Principal	cleaning products, masks, gloves and hand sanitizer	No	

Other cleaning, sanitizing, disinfecting, and ventilation practices

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)

How will classrooms/learning spaces be organized to mitigate spread?

All classrooms will be rearranged so to assure the appropriate social distancing. Current enrollment should not make this modification disruptive.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

We will only keep students in groups and spaces where social distancing is attainable. We will certainly use outside areas as the weather permits. Current enrollment should not make this a significant hurdle.

What policies and procedures will govern use of other communal spaces within the school building?

As long as the communal spaces can allow for social distancing, then they can be used. In smaller areas such as bathrooms, one student at a time, with staff supervision, will be allowed to utilize these facilities. Walkie talkie's have been purchased in order to keep open lines of communication between classrooms, offices and program areas.

How will you utilize outdoor space to help meet social distancing needs?

Due to the property, we will definitely utilize outside space to observe social distancing as well as a way to help with behavior and safety. We have a large front porch area as well as a deck that is the length of the building and a playground. All outside utilization will be weather permitting.

How will you adjust student transportation to meet social distancing requirements?

This issue seems to be dependent on the school districts and their transportation protocols. We will obviously comply with their decisions and do our best to find solutions to any potential barriers. This may include options such as parent provided transportation.

What visitor and volunteer policies will you implement to mitigate spread?

All visitors and volunteers will not be permitted into the building. Incoming and out-going mail slots have been installed in our vestibule to keep mail delivery isolated in a safe manner. Any unexpected deliveries or visits will be addressed by the Principal outside of the building.

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

This will not be an issue in this building.

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?

The administrative team, teachers and program specialist will be trained on all health and safety protocols through the CDC, DOH and ODP. These training materials will be in either paper form or online instruction on their respective websites. All training will be documented upon completion and filed in our regular training binders.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Due to enrollment size, SJC can assure adequate and consistent social distancing areas.	Same as Yellow	Principal /Teachers		No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	All students must bring in their own lunch. The kitchen will not be used for meal prep in any way	Same as Yellow	Principal /Teachers		No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	Hand washing will be encouraged and carried out as often as needed	Same as Yellow	Principal /Teachers		No
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Signs will be placed on entrances to the building as well as in classrooms, common areas and bathrooms.	Same as Yellow	Principal		No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Identifying and restricting non-essential visitors and volunteers.	All visitors and volunteers will not be permitted into the building.	Same as Yellow	Principal		No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	N/A	Same as Yellow			
Limiting the sharing of materials among students	Education staff will oversee and assure that sharing items in the classroom will be limited to only what is necessary for each specific task	Same as Yellow	Principal / Teachers		No
Staggering the use of communal spaces and hallways	Due to enrollment, SJC can assure that hallway and bathroom use will be on a one person at a time concept.	Same as Yellow	Principal / Teachers		No
Adjusting transportation schedules and practices to create social distance between students	N/A	Same as Yellow			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Due to enrollment, SJC can assure this will be carried out effectively with minimal modifications.	Same as Yellow	Principal / Teachers		No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	SJC Principal will be in contact with all participating school districts to address these issues.	Same as Yellow	Principal / Teachers		No
Other social distancing and safety practices	SJC will follow all CDC and DOH requirements in this area	Same as Yellow	Principal / Teachers		No

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Due to enrollment and interaction, students and staff will be observed throughout the day for signs and symptoms.

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)?

Temperatures will be taken prior to entering the building with results being logged on a standard form. Any and all student information will be shared with the family by the specific teacher in either paper form, emails or phone calls. Staff will be asked to fill out a health questionnaire everyday prior to entering the school. Teachers will contact their parents to perform the same questionnaire for each student.

What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

If it is known that a staff or student is infected or has been exposed, that individual must be seen by a medical professional and follow all orders including a 14 day quarantine. A doctor's note must be provided before the individual returns to the school. If we discover a high temperature while at the school or exposure has occurred, appropriate

returns to the school. If we discover a high temperature while at the school or exposure has occurred, appropriate parties will be notified, the individual must be picked up by family and all student and staff must be excused for the day.

The building must be cleaned and sanitized immediately while direction and instruction from the Dioceses and CDC will be pursued.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

Principal Bob Giba

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?

They will need to see a medical professional, follow all recommendations and attain a note or test result stating that they are safe to return to school. All staffing issues will be consulted with Human Resources and Diocesan policy will be followed.

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

If healthy, any student will be allowed to return. If students are unable or uncomfortable with returning, different educational platforms will be discussed with the Principal, teacher and family. SJC will always works with families in making sure their child gets the highest level of education SJC can offer.

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?

All medical issues or programming changes regarding this pandemic will be discussed and presented to families through personal phone calls, emails and publications by the teachers and principal.

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?

Teachers, aides and Administrative staff will be trained through the normal routine during staff development sessions prior to reopening.

Monitoring Student and Staff Health

	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	Questionnaire and temp checks	Questionnaire and temp checks	Bob Giba - Principal		No
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Questionnaire and temp checks	Questionnaire and temp checks	Bob Giba - Principal		No
Returning isolated or quarantined staff, students, or visitors to school	doctors note required	doctors note required	Bob Giba - Principal		No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	phone calls, emails, correspondence	phone calls, emails, correspondence	Teachers /Principal		No
Other monitoring and screening practices					No

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
 Staff must wear masks at all times except when drinking or eating.

Students must wear masks upon entering and leaving the building. Once in the room and adhering to social distancing, masks can be removed.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

All SJC students and staff will have their temperature checked on a daily basis upon arrival. If temperatures are too high, individuals will be sent home. SJC staff will wear masks at all times during the day. Students must wear masks upon arrival but once in their room and socially distant from other students, their masks may be removed. All school and program areas will be cleaned and sanitized on a daily basis including additional times when it is called for such as specific classroom project cleanup or special events. Hand sanitizer, masks and latex gloves will be placed in all areas of the building including the front entrance.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

N/A

How will the School 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?

Educational practices will not differ if students are in the classroom or at home. Aside from social distancing and location, SJC teachers will resume regular educational standards. SJC will also offer a virtual classroom for families who are unsure or have doubts about their child physically returning to school. If this decision is made, the teacher and family will develop a specific virtual curriculum which will include platforms such as Zoom, Google Classrooms and physical packets if needed. The Principal must approve all virtual educational plans before initiated.

Other Considerations for Students and Staff

Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	All SJC students and staff will have their temperature checked on a daily basis upon arrival. If temperatures are too high, individuals will be sent home. SJC staff will wear masks at all times during the day. Students must wear masks upon arrival but once in their room and socially distant from other students, their masks may be removed. All school and program areas will be cleaned and sanitized on a daily basis including additional times when it is called for such as specific classroom project cleanup or special events. Hand sanitizer, masks and latex gloves will be placed in all areas of the building including the front entrance.	Same as yellow	All Staff	No
Use of face coverings (masks or face shields) by all staff	Staff must wear masks at all times except when drinking or eating.	Same as yellow	All Staff	No
Use of face coverings (masks or face shields) by older students (as appropriate)	Students must wear masks upon entering and leaving the building. Once in the room and adhering to social distancing, masks can be removed.	Same as yellow	All Staff	No

Action Plan in Yellow Phase		Action Plan in 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	SJC will follow all CDC, ODP and PCP guidelines and protocols regarding any complex or highly vulnerable condition/status	Same as yellow	All Staff		No
Strategic deployment of staff	Staff will be deployed in a manner where maximum success can be attained without risk to personal health and safety.	Same as yellow	principal		No

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	COVID-19	All Staff	Principal	Paper,web or in person	CDC and DOH literature	8/20	9/20
2	Masks	All Staff	Principal	Paper,web or in person	CDC and DOH literature	8/20	9/20
3	Hand Washing	All Staff	Principal	Paper,web or in person	CDC and DOH literature	8/20	9/20
4	Universal Precautions	All Staff	Principal	Paper,web or in person	CDC and DOH literature	8/20	9/20
5	COVID-19 and Special Needs	All Staff	Principal	Paper,web or in person	CDC, DOH and ODP literature	8/20	9/20
6							

Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Re-Opening Plan	Families, Board, Supporters, local health agencies and Dioceses	Principal	publications, web based dialogue, controlled personal meetings	8/20	9/20
2	Current Trends	SJC and families	Local Health and Emergency Agency	email, controlled personal meetings and publications	4/20	ongoing
3						
4						
5						
6						

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

All school and program areas will be cleaned and sanitized on a daily basis including additional times when it is called for such as specific classroom project cleanup or special events. Hand sanitizer, antiseptic wipes, masks and latex gloves will be placed in all areas of the building including the front entrance.

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

Due to enrollment size, SJC can assure adequate and consistent social distancing areas

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

All students must bring in their own lunch. The kitchen will not be used for meal prep in any way

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

Hand washing will be encouraged and carried out as often as needed

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

Signs will be placed on entrances to the building as well as in classrooms, common areas and bathrooms.

Handling sporting activities through formal "Return to Play Plan".

N/A

Limiting the sharing of materials among students

Education staff will oversee and assure there will be shared items between students

Staggering the use of communal spaces and hallways

Due to enrollment, SJC can assure that hallway and bathroom use will be on a one person at a time concept.

Adjusting transportation schedules and practices to create social distance between students

N/A

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Due to enrollment, SJC can assure this will be carried out effectively with minimal modifications.

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

SJC Principal will be in contact with all participating school districts to address these issues.

Other social distancing and safety practices

SJC will follow all CDC and DOH requirements in this area

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

Student and staff temperatures will be taken before entering the building. If temps are above 100.4, they cannot enter the building. A daily questionnaire will also be filled out in order to address exposure.

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

Anyone who becomes sick or demonstrates signs of exposure, will be temporarily quarantined in the nurses station until transportation can be arranged. Infected or exposed staff will leave the ground immediately and proceed to see their physician

Returning isolated or quarantined staff, students, or visitors to school

Anyone who was isolated or quarantined due to COVID-19, may only return to school with a note from their physician.

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols

SJC Principal will notify all appropriate parties regarding any school closure or changes in safety protocol.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

All SJC students and staff will have their temperature checked on a daily basis upon arrival. If temperatures are too high, individuals will be sent home. SJC staff will wear masks at all times during the day. Students must wear masks upon arrival but once in their room and socially distant from other students, their masks may be removed. All school and program areas will be cleaned and sanitized on a daily basis including additional times when it is called for such as specific classroom project cleanup or special events. Hand sanitizer, masks and latex gloves will be placed in all areas of the building including the front entrance.

Use of face coverings (masks or face shields) by all staff

Staff must wear masks at all times except when drinking or eating.

Use of face coverings (masks or face shields) by older students (as appropriate)

Students must wear masks upon entering and leaving the building. Once in the room and adhering to social distancing, masks can be removed.

Unique safety protocols for students with complex needs or other vulnerable individuals

SJC will follow all CDC, ODP and PCP guidelines and protocols regarding any complex or highly vulnerable condition/status

Strategic deployment of staff

Staff will be deployed in a manner where maximum success can be attained without risk to personal health and safety.

School

St. Joseph Center for Special Learning

Date

Jul 31, 2020

Plan Approved By

Signature

Phil J. Fromuth, Ph.D

Date

7/31/20