



Health and Safety Plan Summary for St. Ann School

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

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

Frequently disinfect with CDC approved disinfectant commonly touched surfaces which include but are not limited to student desks, chairs, white board markers, light switch, doorknobs, pencil sharpeners. Discontinue use of common water fountains (use water bottle). Halls, bathrooms, cafeteria, restrooms, office, gym, and staff break room will be disinfected daily. Ventilation practices to include keeping classroom doors open and frequently open windows for fresh air. The ventilation system will be checked and cleaned frequently. Sign off sheets recording how often areas are sanitized will be routinely reviewed to insure compliance.

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	<p>Adhere to 6 feet of separation between classroom student desks. All desks will face one direction. Sneeze guards will be used in classrooms with tables when 6 feet of social distancing is not possible. Students will be trained to space themselves one arm length away from the student in front of them. Schedules should be as static as possible by having the same group of students with the same group of staff based on age and developmental level. Restrict interactions between groups of students. A limit of one student out of the classroom at a time when possible.</p> <p>Limit gatherings, events and extracurricular activities to those that can maintain social distancing. Hold classes in gyms, auditoriums, other large spaces, or outdoors when possible. Teachers will be encouraged to teach outside when feasible.</p>
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>An additional lunch period will be added for a total of three and the tables will be arranged and seats separated to allow for 6 feet of proper social distancing. Dots have been placed on the floor 6 feet apart in the cafeteria lunch line. Students move from dot to dot as instructed by cafeteria staff and volunteers. Students will be encouraged to use hand sanitizer provided in the cafeteria. Meal condiments will be limited and provided to students on the serving trays. Staff will serve students all meal components. Student dining areas and cafeteria serving areas will be thoroughly cleaned between lunch periods. Lunchtime arrival in cafeteria will be staggered to eliminate student interaction and stairwell are separate and labeled for exit and entrance to the cafeteria.</p>
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<p>All staff will be trained on healthy hygiene practices so they can teach these practices to students. Hand-washing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not</p>

	Strategies, Policies & Procedures
	available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Post CDC signs for hygiene and social distancing throughout the building to promote healthy practices.
Handling sporting activities through formal “Return to Play Plan”.	<p>Physical Education: Gym Classes will be held outside when weather permits. 6 feet of social distancing protocols will be adhered to for both indoor and outdoor gym class. A facemask will be required depending on the chosen gym activity. Select and provide safe opportunities for exercise and sports events for students. Consider: Physical proximity of players, Amount of touching of shared equipment, Ability to engage in social distancing while not engaged in active play, Engagement of players at higher risk and size of team. Train teachers, coaches, officials, and staff on all safety protocols.</p> <p>Recess: Teachers will take their own class outside for recess to a designated area that will not allow for students to mingle with students in other classes. Limit recreation areas to open spaces. Restrict use of playground structures. Ensure adequate playground equipment for each grade cohort (balls, jump ropes, etc.) to limit the sharing of items or limit to one group of students at a time and disinfect between uses. Limit group games following social distancing guidelines. Walking clubs, reading and other non-contact activities will be encouraged. Face Mask will be required when the student is on the move. If the student is sitting stationary and is 6ft apart from other students, no facemask will be required.</p>
Limiting the sharing of materials among students	<p>Music: The use of instruments should be limited. If instruments are used, follow COVID-19 Instrument Cleaning Policies. Teachers will provide students instruction on these cleaning policies prior to resuming instrumental music lessons or classes. Select and provide safe opportunities for music instruction for students. Consider: Physical proximity of students. Use of appropriate facilities to accommodate social distancing. Amount of touching of shared equipment. Ability to engage in social distancing while not engaged in active play. Engagement of players at higher risk. Size of the group.</p> <p>Classroom and Common Areas: Clean and disinfect shared items between uses. Keep each student’s belongings separated from others’ and in individually labeled containers, cubbies, or other areas. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit to one group of students at a time and disinfect in between use. Consider: textbooks that are shared, technology, art supplies, PE equipment. When library books are returned, there will be a 3 day wait time after books are wiped down until they are returned to the shelves. Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.</p>
Staggering the use of communal spaces and hallways	Create one-way traffic patterns in hallways. Separate students within common areas: Arrival areas, Dismissal lines and cafeteria. The use of student messengers will be discouraged by using staff to retrieve documents from classrooms. A limit of one student out of classroom at a time when possible. Social distancing protocol will be followed in all common faculty areas. Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 3 - 6 feet between people if events are held. Masks will be required.

Adjusting transportation schedules and practices to create social distance between students

Direction and safety protocol on bus transportation will be taken from our local school districts. Three designated locations will be established to stagger student arrival and dismissal. Students will go directly to the classrooms when entering the building.

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Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	To the extent feasible, students should be socially distanced six feet apart. Identify small groups and keep them together (cohorting). Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possible for older children). Limit mixing between groups if possible. Restrict interactions between groups of students. When possible teachers will change classes students will remain stationary. Staff meetings and PD will be delivered in small groups or virtually
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Constant communication with outside childcare facilities that serve our school to ensure the health and safety of our students. Extended Care providers will meet with the Principal to review building plans for the program.
Other social distancing and safety practices	A sneeze guard on the office counter will provide a safe distance between a visitor and the office staff. Social distancing practices will be in place for weekly student Masses. Mass will be streamed live and students will view Mass in their classrooms. The class that is preparing the Mass will attend Mass in the Church. Teachers will teach with clear face shields when 6ft social of distancing between the teacher and the student may be maintained A clear face shield and mask is required when 6ft of social distancing is not feasible. Students and staff will each be required to have their own mask. Face protection must be worn at all times. Facemasks are required at all times both inside and outside the classroom when the student is “on the move”. A clear face shield may be an option when students are stationary at their desks in the classroom.

Monitoring Student and Staff Health

	Strategies, Policies & Procedures
Monitoring students and staff for symptoms and history of exposure	Parents will be advised to daily self-monitor students prior to coming to school. Parents will be encouraged to keep sick children home. All staff will perform a symptom screening on themselves prior to leaving for work, and will be encouraged to stay home if ill. Temperature screening will be required upon entrance to school for students and staff. Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse immediately if feeling symptomatic. The Diocesan COVID decision tree will be used to determine next steps to be taken. The school will share resources with the school community to help families understand when to keep children home.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Work with school administrators, nurses, and other healthcare providers to identify an isolation area to separate anyone who has COVID-19 symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. Close off the area used by a person suspected of having symptoms for COVID-19 and do not use before cleaning and disinfecting. In conjunction with the Department of Health, staff and families will be notified of confirmed case while maintaining confidentiality.

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

All individuals that present with the symptoms of COVID-19, based on the Diocesan COVID decision tree, will be asked to contact their physician. Students who present with symptoms while at school will be sent home along with their sibling(s). You must contact your physician regarding both the student and sibling(s) and documentation will be required from a certified physician before both students will be permitted back into the building. Should the physician require a COVID-19 test for any family member students must stay at home until a certified physician provides test results to the school. In the event that someone is diagnosed with COVID-19, we will follow the guidelines from the CDC and the Pennsylvania Department of Health for quarantine and return to school procedure.

Individuals who have COVID-19 symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

14 days from the onset of symptoms.

Resolution of fever without the use of fever-reducing medications for the previous 72 hours.

Improvement in respiratory symptoms (e.g., cough, shortness of breath)

	Strategies, Policies & Procedures
	<p>OR</p> <p>Negative COVID-19 test results.</p> <p>Determination will be made by the school in conjunction with the student’s doctor in the event that a student is uncomfortable or unable to return to school. If deemed necessary, a virtual learning plan following the regular classroom instruction will be implemented as feasible.</p>
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Post Health and Safety Plan on school website. Provide regular updated information on school website and in parent flyers/letters and weekly email. Prepare parents and families for remote learning if school is temporarily closed.

Other Considerations for Students and Staff

	Strategies, Policies & Procedures
Protecting students and staff at higher risk for severe illness	<p>Advise daily self-monitoring of staff and students before coming to school. Encourage staff to stay home if they are sick and encourage parents to keep sick children home. Children may not come to school with a fever. Students may not come to school if they are exhibiting any symptoms of Covid-19. Parents should contact their physician, keep sibling(s) home, and obtain guidance and documentation from a certified physician as to their recommendation on the return to school. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html . Provide additional PPE protection when applicable. Discourage the use of perfect attendance awards and incentives</p>
Use of face coverings (masks or face shields) by all staff	<p>DOH updated mask mandate as of August 17, 2020 is as follows; faculty and staff are required to wear face coverings at all times while in school, even when six feet of social distancing can be achieved. There are limited exceptions.</p> <p>Schools may allow everyone to remove face coverings when:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart; or • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes. <p>Face shields are acceptable for all faculty and staff are while in the classroom and 6 feet of social distancing is adhered to between the student and the teacher. While in communal areas or in the classroom is not feasible a mask is required. Refusal to wear a mask or shield will result in being sent home with no pay.</p>

Use of face coverings (masks or face shields) for all students (as appropriate)

DOH updated mask mandate as of August 17, 2020 is as follows; students are required to wear face coverings at all times while in school, even when six feet of social distancing can be achieved. There are limited exceptions.

Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart and stationary during “face-covering breaks” to last no longer than 10 minutes.

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	A face shield may be worn in place of facemask when a student is seated stationary at their desk at a distance of 6 feet of social distancing. However, when a student is away from their desk or in communal areas of the building facemasks are required.
Unique safety protocols for students with complex needs or other vulnerable individuals	IE Provisions listed on IEPs or 504 Service Plans in collaboration with medical plans will be considered to provide health and safety provisions for students with complex needs/vulnerable individuals.
Strategic deployment of staff	Identify critical job functions and positions, and plan for alternative coverage by cross-training staff. Minimal on-site gatherings, virtual meetings when possible.

Health and Safety Plan Affirmation Statement

The Office of Education for the Diocese of Allentown Catholic Schools received this plan from the below named School representative on the date provided.

SCHOOL:

Saint Ann School, Emmaus

Date

This plan has been reviewed and approved by the undersigned.

YES

Name

Philip J. Fromuth, Ph.D. - 7/24/20

Date

July 24, 2020