



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

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

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	12
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	15
Health and Safety Plan Communications	16
Health and Safety Plan Summary	17
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	17
Social Distancing and Other Safety Protocols	17
Monitoring Student and Staff Health	18
Other Considerations for Students and Staff	19
Health and Safety Plan Governing Body Affirmation Statement	20

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: Universal Audenried Charter High 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.

Hybrid Reopening with Fully Digital access to families

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).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **November 18, 2020 (Blended Reopening).**

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):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Josh Anderson	Administration	Pandemic Coordinator
Hakeem Hall	Administration	BOTH
Krystal Gilchrist	Administration	BOTH
JoAnn Berkley	Administration	BOTH
Breton Sheridan	Teachers/Staff	BOTH
Nathan Salamone	Teachers/Staff	BOTH
Danielle Boyer-Graves	CTE Teachers	BOTH
Vanice Moses	Staff	BOTH
Allison Reed	Parent/Guardian	Pandemic Crisis Response Team
Marcia Abrams	Parent/Guardian	Pandemic Crisis Response Team
Khariah Robinson	Staff	Pandemic Crisis Response Team
Savonna Austin	Student	Pandemic Crisis Response Team
Saliah Gibson	Student	Pandemic Crisis Response Team
Tiffany Brown	School Nurse	BOTH
Najee Ruley	Building Engineer	BOTH

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families

will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation -

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- Universal Audenried custodial staff has been working all summer to clean and disinfect building
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- Audenried will use Cares act funding as well as local funds to procure cleaning supplies
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? Daily
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Students will be expected to disinfect the desk, computer after each class period.
- 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 CENTRAL OFFICE

Summary of Responses to Key Questions:

Universal Audenried will begin the school year Total Remote (100 % Virtual). Audenried will deliver virtual instruction from September 1, 2020 -November 17, 2020. Audenried will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020.

The custodial team of UACHS will ensure that the entire school will be deep cleaned prior to the start of school. Additional cleaning, sanitizing, and disinfecting products have been purchased so that ventilating, learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains,) will be thoroughly cleaned and sanitized for staff and student use. Two additional custodians have been hired to also provide cleaning and sanitizing throughout the day.

UACHS will operate using a blended school schedule. Prior to the start of each school day, an Administrator will conduct a walkthrough with a member of the custodial team of the building to make sure that the building is clean and ready for the day. The Master schedule was created so that the only parts of the building will be used on certain days. This also permits the custodial team to clean the building. Cleaning and disinfecting protocols will be strictly followed and checked daily. Students will also be responsible for frequent hand washing and for wiping down their laptops prior to leaving class. Lunch periods will also be used to ensure that the classrooms are being cleaned by custodial staff. Throughout the day, custodians will perform the following duties:

- Cleaning and disinfecting bathrooms, floors, sinks, toilets, urinals, water fountains and stall handles
- Monitoring hand sanitizer and refilling soap and paper towel dispensers

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> ● Master schedule creates a system where no space will be occupied by staff and students on consecutive days. ● Custodial staff will deep clean and disinfect all spaces every other day. ● Bathrooms and water fountains will be cleaned and properly maintained throughout the school day ● During days when students are in the space each class period will end with a structured disinfectant process ● Lunch periods will be used to have custodial staff disinfect classroom 	<p>Same is in Yellow</p>	<p>Josh Anderson, Interim Principal</p>	<p>Cleaning supplies, sanitizers, disinfecting wipes, disinfection spray,</p>	<p>N</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<ul style="list-style-type: none"> ● Building will be deep cleaned by an outside provider four times throughout the year ● Additional custodial staff will be hired to ensure that the building is sanitized, clean and properly maintained throughout the school day 	<p>Same as in Yellow</p>	<p>Josh Anderson Interim Principal</p>		<p>Y</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:

Universal Audenried will begin the school year Total Remote (100 % Virtual). Audenried will deliver virtual instruction from September 1, 2020 -November 17, 2020. Audenried will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020.

Universal Audenried will begin the school year Total Remote (100 % Virtual). Audenried will deliver virtual instruction from September 1, 2020 -November 17, 2020. Audenried will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020.

The Administration at Universal Audenried is committed to ensuring that ALL staff and students are safe at all times. Universal Audenried will function on a hybrid schedule so that only 50% of students and staff will be in the building on any given day. This will ensure that the building is thoroughly cleaned and sanitized at all times. Classrooms will be limited to a number of students that can fit within social distancing. Students and staff will be required to use disinfecting wipes after each period to wipe off desks, laptops and other surfaces.

All teachers and staff will be required to wear masks at all times in the building. Teachers will be provided with protective desk barriers. Upon entering the school, all students will have their temperatures taken and be expected to pass temperature/wellness checks prior to entry. Daily student temperatures will be recorded and consistently monitored. Students and or staff that exhibit the following symptoms will NOT BE Permitted into the school building:

- a fever as determined by the school nurse or school staff
- display symptoms of COVID -19
- has been directly exposed to someone that has been confirmed to have COVID -19
- has tested positive and is confirmed to have the virus.

When students arrive at school they will be instructed to use designated entrances in which health screenings will be administered. All visitors including parents and other school officials will be required to undergo health screenings (temperature checks) as well.

Members of the Administration will conduct regular classroom visits to monitor and to ensure that social distancing is being enforced. The administration team will also assess and address potential signs of illness and other immediate concerns. Any student or staff member that becomes ill, will be immediately sent home and will be required to quarantine for the next 14 days.

- Universal Audenried will function on a hybrid schedule so that only 50% of students and staff will be in the building on any given day. Classrooms will be limited to a number of students that can fit with social distancing. All teachers and staff will be required to wear masks at all times in the building and teachers will be provided with protective desk barriers.
- Universal Audenried will be split into grade groups so that teams of 10 staff members and 150 students will only be in contact with one another
- Communal spaces i.e. Gym, Auditorium and lunch room will be limited to less than 100 persons
- Students will be expected to pass temperature/wellness checks prior to entry, student groups have been organized to limit contact, students will disinfect classroom space prior to dismissal from each class period.
- Universal Audenried will follow School District of Philadelphia policies and procedures
- Visitors and volunteers will be limited
- All Staff will be developed during Audenried summer learning sessions. Preparedness will be measured through practice and modeling,

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> • Universal Audenried will function on a hybrid schedule so that only 50% of students and staff will be in the building on any given day. • Classrooms will be limited to a number of students that can fit with social distancing. • All teachers, students, and other staff will be required to wear masks at all times in the building and teachers will be provided with protective desk barriers. 	<p>Same as Yellow</p>	<p>Dr. J. Berkley Assistant Principal</p>	<p>Glass barrier, disinfectants, masks</p>	<p>N</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> • Students will be sent to communal spaces in groups limited to 50. (possible venues include freshman cafe, auditorium, library, computer lab-repurposed). • We will avoid having students eat lunch in their classrooms, when possible, to avoid unnecessary conflicts. 	<p>Same as in Yellow</p>	<p>Ms. V. Moses</p>	<p>Make sure the second cafe is operational.</p> <p>Ensure there is at least one staff member in each communal lunch space.</p>	<p>N</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> • Universal Audenried will require all students to wash hands and complete a temperature check before entry into the building. Students will be required to wash hands after lunch. Hand sanitizer will be available in every classroom as well as at least three places in every hallway. • Students will be expected to bring a mask to school, however we will maintain a steady supply of 	<p>Same as in Yellow</p>	<p>Krystal Gilchrist Assistant Principal</p>	<p>Hand sanitizer must be monitored and checked every other day, Dispensers, emergency masks.</p>	<p>N</p>

	spares in the office. There will be a zero tolerance policy for students removing masks in class.				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> • Universal Audenried will have posters printed and placed in each hallway, bathroom, cafeteria and classroom • Planned pathways clearly marked for beginning/ending day procedures. • Propaganda campaign to incentivize the use of masks. 	Same as in Yellow	Mr. Salamone Educator	Posters Colored Tape Markings on the floor	Y
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> • No visitors and or volunteers will be permitted in the building. • Temperature check for all people entering the building each day. 	Same in yellow	School nurse	No-touch Thermometers.	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<ul style="list-style-type: none"> • Gym activities will focus primarily on wellness and individual skill building. • Team competitions will be minimal and will involve all participants in assisting with disinfecting shared materials as needed. • No team activities for the first one-two months. 	Same in yellow.	Athletic Director Mr. Bey Athletic Coach Mr. Sheridan	To be discussed with the administration and the new P.E teachers.	N
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • Where possible: Assignments will be primarily turned in through google classroom. Teachers will be mindful to utilize fewer manipulative and transition classes to utilize in class techniques that require fewer 	Same in yellow.	Mr. Salamone Mr. Sheridan	Required to teach/learn various methods. Informational sheets + database with	Y

	<p>supplies including Socratic Seminars, debates, and mediation circles.</p> <ul style="list-style-type: none"> Teachers should not have students working in groups, unless doing so online. This may be reevaluated after two months. 			Youtube videos for exemplars.	
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> Widespread grouping possibilities such as lunch and assemblies will be divided into smaller socially distant acceptable settings. Students will enter/leave for the day in staggered groups Students will also be dismissed from classes in a staggered pattern that limits contact in the hallways. 	Same in yellow	Mr. Anderson Principal	Full schedule sheet made available ASAP to students and staff.	Y
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> Students will switch between classes in a scheduled manner to reduce total transmission time and possibilities. Classrooms will be self-contained within a portion of the school. Transition times are pre mandated. Time may be allotted in the first two weeks to practice and solidify this procedure with students. 	Same in yellow	Ms. Moses	Full schedule sheet made available ASAP to students and staff.	Y
Limiting the number of individuals in classrooms and other learning spaces, and interactions	<ul style="list-style-type: none"> The only individuals permitted in the classrooms should be teachers and students. Observations or other check ups by admin and faculty will occur through video footage of classrooms. 	Same as in yellow	Mr. Hall Assistant Principal	Teaching how to use video cameras/practice recording.	Y

between groups of students	<ul style="list-style-type: none"> • There should never be more than 20 students in any class at any time. 				
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> • Release preliminary school calendar while also making it abundantly clear it should be expected there will be periods of time throughout the year where virtual learning will occur. • Staff will work with families, when possible, to accommodate child care schedules and best practice. 	Same as in yellow	Ms. Gilchrist Assistant Principal	School year calendar.	N
Other social distancing and safety practices	<ul style="list-style-type: none"> • Custodial staff will be responsible for ensuring that all restrooms are stocked with hand soap and that each classroom, main office and reception desk is supplied with hand sanitizer. • Staff will assist with safety practices by reporting any Covid 19 concerns. 	Same as in yellow	Dr. J. Berkeley Assistant Principal		N

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:

Universal Audenried will begin the school year Total Remote (100 % Virtual). Audenried will deliver virtual instruction from September 1, 2020 -November 17, 2020. Audenried will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020.

The Pandemic Task force has devised a plan that will ensure the safety and wellbeing of staff and students by conducting daily temperature checks, ensuring that social distancing is practiced, and that we are monitoring students that exhibit overt Covid 19 symptoms. We will provide parents with updated information regarding Covid 19 outbreaks within the school via email, letter and phone calls.

- Students/staff will have daily temperature checks that will be recorded and filed. Hand sanitizer will be available throughout the building. Students will be encouraged to inform a staff member if he/she is feeling ill.
- The monitoring will be conducted daily when the student arrives and during lunches. We are requesting that parents inform the school if their child is exhibiting any symptoms or has tested positive for Covid 19.
- If a staff member, student, or other staff member becomes ill or has been exposed to COVID-19, they will be required to exit the building and remain in quarantine for at least 14 days. Individuals who have come in contact with individuals will be sent home and will not be able to return for two weeks.

- The school nurse and Administration make decisions regarding isolation and quarantine of staff.
- Staff will be given the option to engage in virtual instruction. Students and staff who have contracted the virus will be expected to return in good health. A negative test result will be strongly recommended and requested by school administration and school nurse.
- A parent survey will be issued to ascertain their comfort level with their scholar returning to school. These scholars will be given the opportunity to engage in virtual classrooms.
 - Families will be notified via letter, email and phone call.
- Online training will be provided to all staff as part of the summer professional development series. All staff will be trained on protocols for monitoring student and staff health. Training will take place during scheduled professional developments

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> School Staff will conduct daily temperature checks on ALL staff and students Students or staff that exhibit COVID 19 symptoms will be sent home for 10 days Staff and students will be assessed upon entering the building. History of symptoms and history of exposures will be stored in the school health database. 	Same as Yellow	T. Brown School Nurse	Computer/ laptop	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> Students and staff will be assigned virtual instructions and assignments for two weeks. All students will be issued chrome books for use at home. 	Same as Yellow	T. Brown School Nurse	Computer/ laptop; thermometers	Y
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> Returning staff and students will have to provide documentation of negative test results before returning. Student temperature checks will be taken and recorded 	Same as Yellow	T. Brown School Nurse		N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Staff, families and the public will be notified by:</p> <ul style="list-style-type: none"> email phone take home letter recorded phone message 	Same as Yellow	Josh Anderson, Principal		N
Other monitoring and screening practices					

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 support for social emotional wellness at school and at home?

Summary of Responses to Key Questions: The administration of Audenried High School will adhere to all state, local and district policies. Presently, there are three in house substitutes that are in the building daily to assist with staff coverage. The school has established a virtual learning platform that ensures that all students have access to quality learning opportunities. Students are provided with live Zoom classes where teachers and students are able to interact with their teachers and classmates. Teacher office hours will be provided to all students every afternoon via Zoom. Special education students are also provided an additional level of support. Special education teachers are expected to support students that are on their caseload with classwork and homework. Para professionals are also assigned to support special education students during class sessions. They also will make themselves available to support students via Zoom.

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)
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> Staff who are high risk Students with higher risk for severe illness will be offered daily virtual learning. staff and students who opt for a classroom environment will be provided with shields and masks and disinfecting wipes. Climate or support staff will check-in and/or observe those students throughout the day for signs of health concerns. These students will also transition to class 5 minutes before the general population of students. Students and staff with high risk conditions will have a temperature check upon entering the building. 	Same as yellow	Administration Assistant Principals SEL School Nurse	<p>Medical documentation for high risk and students with severe illness</p> <p>List of high risk students for instructor</p> <p>Additional health professional for monitoring and support</p> <p>Laptop for virtual learning</p>	Y
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> ALL staff will be required to wear a medical grade mask or face covering throughout the school day. Face shields are encouraged, but not required A safe space will be created to allow a 3-5 minute break between classes to remove masks 	<p>Medical grade mask must be worn daily and throughout the school day</p> <p>A safe space will be created to allow a 3-5 minute break between classes to remove masks</p>	Administration	Commercial vendor and contract to insure regular supply of mask.	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> All students will be required to wear medical grade masks daily. Masks will be supplied by school personnel 2-3x per week. 	Same as yellow	Dr. J. Berkeley, AP Climate Staff	<p>Staff to distribute mask</p> <p>Commercial vendor and contract to insure regular supply of mask.</p>	Y
Unique safety protocols for students with	<ul style="list-style-type: none"> Vulnerable students and those with complex needs will be carefully considered regarding classroom seating 	Same as yellow	Ms. Atias, SPED Liaison	Written protocol documentation of student needs	Y

complex needs or other vulnerable individuals	<p>to ensure they can access support with ease.</p> <ul style="list-style-type: none"> • Additional support staff will be assigned to classrooms to assist those students as well. • These students will also transition to classes 5 minutes before the general population as needed. 				
Strategic deployment of staff	<ul style="list-style-type: none"> • Classes should consist of no more than fifteen (20) students or the number of students that can fit into a room where students are seated 6ft apart. • The number of students in excess of the 20 will be in an adjoining class or nearby room where the teacher and support staff can coordinate learning and assist students. • Additional substitute teachers will be on-hand in addition to the regular building subs to accommodate the student / staff ratio and provide learning support. 	Same as yellow	Administration	School secure a contract with an agency to secure additional substitute teachers	Y

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
Sanitizing and Disinfecting	staff/students	V. Moses MTSS Coordinator	Virtual	N/A	08/17/20 and 09/01/20	08/17/20 and 09/01/20
Covid 19 information	students	K. Gilchrist Assistant Principal	Virtual	N/A	08/18/20 and 09/02/20	08/18/20 and 09/02/20
Importance of Masks/Face Shields	staff and students	D. Graves Educator	Virtual	N/A	08/17/20 and 09/01/20	08/17/20 and 09/01/20
Remote Learning Expectations	staff and students	H. Hall Assistant Principal	Virtual	N/A	08/18/20 and 09/01/20	08/18/20 and 09/01/20
Remote Learning: Special Education Accommodations and Support	SPED teachers and classroom assistants	Dr. J. Berkeley Assistant Principal	Virtual	N/A	08/18/20	08/18/20
Social distancing	students	Mr. Sheridan Mr. Salmone	Virtual	N/A	08/17/20 and 09/01/20	08/17/20 and 09/01/20
Remote Learning: Student Engagement	Students	Mr. Hall and Instructional Coaches	Virtual	N/A	09/05/20	09/05/20

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
Communicating with Parents	Parents/Guardians	K.Gilchrist/ K. Robinson	Google classroom	09/01/20	ongoing
Informing the community	community stakeholders	K. Gilchrist/ K. Robinson	community newsletter	09/30/20	monthly
Weekly Health Update	Parents/Guardians	J. Anderson/Principal	Email/Phone Blast	8/17/2020	Weekly

Health and Safety Plan Summary: **Universal Audenried Charter High School**

Anticipated Launch Date: September 1, 2020 Total Remote (9/1/20-11/17/20 100% Virtual). Blended Reopen Model of Instruction Effective November 18, 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The custodial team of UACHS will ensure that the entire school will be deep cleaned prior to the start of school. Additional cleaning, sanitizing, and disinfecting products have been purchased so that ventilating, learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains,) will be thoroughly cleaned and sanitized for staff and student use. Two additional custodians have been hired to also provide cleaning and sanitizing throughout the day.</p> <p>UACHS will operate using a blended school schedule. Prior to the start of each school day, an Administrator will conduct a walkthrough with a member of the custodial team of the building to make sure that the building is clean and ready for the day. The Master schedule was created so that the only parts of the building will be used on certain days. This also permits the custodial team to clean the building. Cleaning and disinfecting protocols will be strictly followed and enhanced. Students will also be responsible for frequent hand washing and for wiping down their laptops prior to leaving class. Lunch periods will also be used to ensure that the classrooms are being cleaned by custodial staff. Throughout the day, custodians will perform the following duties:</p> <ul style="list-style-type: none"> • Cleaning and disinfecting bathrooms, floors, sinks, toilets, urinals, water fountains and stall handles • Monitoring hand sanitizer and refilling soap and paper towel dispensers

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>The Administration at Universal Audenried is committed to ensuring that ALL staff and students are safe at all times. Universal Audenried will function on a hybrid schedule so that only 50% of students and staff will be in the building on any given day. This will ensure that the building is thoroughly cleaned and sanitized at all times. Classrooms will be limited to a number of students that can fit within social distancing. Students and staff will be required to use disinfecting wipes after each period to wipe off desks, laptops and other surfaces.</p> <p>All teachers and staff will be required to wear masks at all times in the building. Teachers will be provided with protective desk barriers. Upon entering the school, all students will have their temperatures taken and be expected to pass temperature/wellness checks prior to entry. Daily student temperatures will be recorded and consistently monitored. Students and or staff that exhibit the following symptoms will NOT BE Permitted into the school building:</p> <ul style="list-style-type: none"> ● a fever as determined by the school nurse ● display symptoms of COVID -19 ● has been directly exposed to someone that has been confirmed to have COVID -19 ● has tested positive and is confirmed to have the virus.
<p>Limiting the sharing of materials among students</p>	
<p>Staggering the use of communal spaces and hallways</p>	
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>When students arrive at school they will be instructed to use designated entrances in which health screenings will be administered. All visitors including parents and other school officials will be required to undergo health screenings (temperature checks) as well.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Members of the Administration will conduct regular classroom visits to monitor and to ensure that social distancing is being enforced. The administration team will also assess and address potential signs of illness and other immediate concerns. Any student or staff member that becomes ill, will be immediately sent home and will be required to</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours</p>	

of operation or modified school-year calendars	quarantine for the next 14 days. Any returning staff/student will be required to show documentation of negative Covid 19 test results.
Other social distancing and safety practices	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	The Pandemic Task force has devised a plan that will ensure the safety and well being of staff and students by conducting daily temperature checks, ensuring that social distancing is practiced, and that we are monitoring students that exhibit overt Covid 19 symptoms. We will provide parents with updated information regarding Covid 19 outbreaks within the school via email, letter and phone calls.
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	
* Returning isolated or quarantined staff, students, or visitors to school	
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	The administration of Audenried High School will adhere to all state, local and district policies. Presently, there are two in house substitutes that are in the building daily to assist with staff coverage. The school has established a virtual learning platform that ensures that all students have access to quality learning opportunities. Students are provided with live Zoom classes where teachers and students are able to interact with their teachers and classmates. Teacher office hours will be provided to all students every afternoon via Zoom. Special education students are also provided an additional level of support. Special education teachers are expected to support students that are on their caseload with classwork and homework. Para professionals are also assigned to support special education students during class sessions. They also will make themselves available to support students via Zoom.
* Use of face coverings (masks or face shields) by all staff	
* Use of face coverings (masks or face shields) by older students (as appropriate)	
Unique safety protocols for students with complex needs or other vulnerable individuals	

Strategic deployment of staff	
--------------------------------------	--

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **UNIVERSAL AUENRIED CHARTER HIGH SCHOOL** reviewed and approved the Phased School Reopening Health and Safety Plan on **JULY 29, 2020**.


The plan was approved by a vote of:

Yes

No

Affirmed on: **AUGUST 5, 2020**

By:



(Signature* of Board President)

Sultan Ahmad

(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.