



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.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: **Universal Bluford Charter School**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Crystal Gary-Nelson	Principal	Health and Safety Plan Coordinator
Lisa Bellamy	Assistant Principal	Both (Plan Development and Response Team)
Nakia Williams	Assistant Principal	Both (Plan Development and Response Team)
Suzanne Pileggi	Special Education Liaison	Both (Plan Development and Response Team)
James Fluellen	Dean	Both (Plan Development and Response Team)
Joyce Meyers	Nurse	Both (Plan Development and Response Team)
Brittany Monteiro	Counselor	Both (Plan Development and Response Team)
Nola Martin	Parent Liaison	Both (Plan Development and Response Team)
Cortez Hamilton	Maintenance Technician	Both (Plan Development and Response Team)
Jessica Fernandez	ELL Teacher	Both (Plan Development and Response Team)
Christina Curtin	Teacher	Plan Development
Kelsey Fusco	Autistic Support Teacher	Both (Plan Development and Response Team)
Dawn Stone	Custodial Supervisor	Both (Plan Development and Response Team)
Ebony Broxton	Food Service Manager	Plan Development
Vanessa Ramos	IT Specialist	Pandemic Crisis Response Team
Andrea McNear	Parent	Plan Development
Carla Shelton	Parent	Plan Development
Adina Fluellen	Scholar	Plan Development
Anderson Shelton	Scholar	Plan Development
Saada Adani	Scholar	Plan Development

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

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

- The building is equipped with EPA registered COVID-19 disinfectants and disinfecting equipment to support cleaning protocols. Air filters have been replaced throughout the building to increase ventilation. Custodial staff will be trained in daily cleaning practices, specialized/responsive cleaning enhanced disinfecting techniques and how to respond to emergency situations as they arise.
- Disinfectant sprayers will be used by custodial staff to increase disinfection of areas after scholars and staff leave the building for the day. Areas that are deemed “high touch points” will be disinfected at least every two hours by custodial and support staff. Custodial and support staff will be responsible for initialing the “disinfectant checklist.” Classrooms, nurse’s office, main office, bathrooms, common areas, stairwells, entryways and exits will be cleaned throughout the day outlined in a rotational schedule.
- Every classroom will be provided hand sanitizer as well as hand soap and paper towels for handwashing. Hand sanitizer kiosks will be placed in the hallways of every floor and a “Scanitizer Kiosk” at the student entryways.
- COVID-19, Healthy Hygiene Practices and Social Distancing Signage will be posted throughout the building

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"> • Ordering/Receiving an ample amount of disinfectant and cleaning supplies • Inventory supplies, distribution of supplies, re-ordering of supplies • Filters for A/C units maintained and changed according to manufacturer recommendations • Custodial Staff Training • Schedule for routine environmental and disinfection of high-touch surfaces and shared equipment. • Shared objects/manipulatives cleaned between uses • Prepare and maintain sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) in each classroom, near bathrooms, hallway entries • COVID-19 Posters and Social Distancing signage appropriately placed 	<ul style="list-style-type: none"> • Ordering/Receiving an ample amount of disinfectant and cleaning supplies • Inventory supplies, distribution of supplies, re-ordering of supplies • Filters for A/C units maintained and changed according to manufacturer recommendations • Custodial Staff Training • Schedule for routine environmental and disinfection of high-touch surfaces and shared equipment. • Shared objects/manipulatives cleaned between uses • Prepare and maintain sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) in each classroom, near bathrooms, hallway entries • COVID-19 Posters and Social Distancing 	<ul style="list-style-type: none"> • Williams & Fluellen, • Dickerson & Fluellen • Hamilton • Stone • Williams & Fluellen • Classroom Teachers • Custodial, Support Staff, Classroom Teachers 	<ul style="list-style-type: none"> • EPA approved disinfectant • Spreadsheets/ Ordering forms • OSHA Training • OSHA Training 	<p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>

	throughout the building to mitigate traffic flow	signage appropriately placed throughout the building to mitigate traffic flow	<ul style="list-style-type: none"> Martin, Curtin, Monteiro 	<ul style="list-style-type: none"> Walk staff through procedures 	
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> Two “Scanitizer” Machines located at entry points into the building – temperature screening camera and automatic disinfectant spray dispenser 	Two “Scanitizer” Machines located at entry points into the building – temperature screening camera and automatic disinfectant spray dispenser	<ul style="list-style-type: none"> Custodial & Fluellen 	220 electrical line installed	No

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

- There will be 10-13 desks in each room, depending upon open space within the room. Desks will be at least 6 feet apart in all classes. Decals will be placed on the floor to indicate where desks will be located and to mark the flow of foot traffic. No sharing of materials. Each scholar could have their own bin with their own materials to use on their scheduled week (stored and staying in the classroom). All workbooks/folders/papers/pencils/crayons should remain in their personalized bin. There will also be no "centers" due to space recommendations and no sharing of materials. Instead, these activities will have to be individualized copies and passed out to scholars. Line spots should be visible on the floor to show how/where to line up. Teachers of grades k-2 should be able to wear face shields (instead of masks) in order to show mouth movement for ELA/phonics. Cubbies should be assigned and spaced out, packing up and unpacking will become more time consuming due to only allowing several students in the cubby area at a time. Scholars will bring water bottles (due to no water fountain use) and it should always remain in their cubby or on a designated shelf .

- Scholars will be divided into three classrooms per grade, approximately 36 scholars per grade for that particular week. Teachers in Grades 1-6 will rotate classrooms to teach their respective subject (ELA, Math, or Science/Social Studies). Kindergarten and Autistic Support Teachers will remain with their scholars and teach all core subjects. Scholars will remain in the designated classroom except for using the bathroom and dismissal. The Specialist teacher will report to the class to facilitate instruction. Learning Support and ELL Teachers will service their group of scholars two-three days per week in a small group setting. Only one teacher at a time will be permitted in the classroom with the scholars.

Hand sanitizer upon entrance of each classroom/doorway to be given out by one individual (teacher/ teacher assistant/ climate staff) so scholars don't touch the pump. Stairwell doors and classroom doors propped open to limit the mixing of germs on door handles. Stairwell railing should be wiped down on a consistent bases throughout the day. Breakfast and lunch will be served in the classroom and each class will have designated bathroom times. Posters will be displayed throughout the school and classroom about the importance of hand washing, keeping masks on, washing hands, not using other scholars' belongings. When other teachers enter a classroom for push in, they should be mandated to wash their hands thoroughly upon entering and leaving the classroom, as well as wiping down any used materials. Social Distancing decals posted on the floor and walls throughout the building keeping scholars and staff 6ft. away from one another. Each room will have signs posted for protocols related to entering, exiting and using the bathroom as well as in the hallways. Support staff will make sure scholars have on mask and are following social distancing criteria while in the hallways. They can also wipe down "high frequency" areas. Inclement weather dismissal procedures will consist of dismissing scholars from the auditorium and café. Auditorium seats should be taped off or blanketed every two seats and every other row. Tables in the café will be situated 6ft. away and will have markings to indicate where scholars can sit (3 per table).
- The jungle-gym will be marked off with caution tape. Every classroom teacher along with one support staff member will have a specific time for recess, weather permitting. Scholars will have four activities to choose from, which allow for social distancing. Dismissal will be staggered for grades 1-6. Kindergarten will dismiss from their respective classrooms, grades 1 through 3 will dismiss in the yard, grades 4 and 5 on 58th Street and grade 6 on Alden Street. Parents of scholars in grades 1-3 will form a line at the respective entrances to pick their child up. No parents will be allowed to enter the gate that leads to the school yard. Classroom Assistants will have the parent sign for their child and thereafter escort their child to the gate.
- Every room will have hand sanitizer readily available for the teacher to dispense to scholars when entering and leaving the room. When scholars/teachers transition from one subject to another, they will use a disinfectant wipe to wipe down desk and chair before and after sitting. Teachers wear face shields while teaching and utilize a face mask when walking around the classroom or building. All classroom sinks will be equipped with hot water, soap and paper towels. Teachers of all grades should teach lessons on the proper ways to wash hands, use the sink, blow nose, use a facemask, sneeze, walk in halls without touching, and the importance of keeping hands to yourselves. Timers may want to be used by k-2 classrooms for washing hands. Specific bathroom times with sanitizing in between by custodial staff.

- Scholars who take Septa and are provided transportation through the district will be required to enter the building at the entryway that has a Scanitizer machine to check temperature and disinfect hands. Every scholar is required to wear a face mask while riding Septa or the yellow bus.
Visitors will not be allowed in the area of the building where the classrooms are situated. If a parent must drop of pertinent documents, they will be allowed in the office one at a time or with a scheduled appointment. Only one adult at a time can enter the main office to conduct business. Hold all IEP meetings by phone and send home necessary pages for parents to sign, use docu-sign for those that have email access. All visitors will have their temperature checked and will be required to wear a face mask. If the visitor's temperature is 100.4, they will not be permitted entrance into the building. They will be refused entry and advised to seek medical attention.
- All staff will be trained on social distancing and other safety protocols. This training will occur during the two weeks of professional development that occurs in August prior to students returning in September. Virtual workshops will be offered to parents on safety protocols the week of August 24, 2020 via Zoom by Grade bands. Social distancing and other safety protocols will be measured for accuracy can be amended to meet the current situation or needs.

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"> 13 desks in full-size classrooms, spaced 6 ft. apart. 7 desks in small classrooms spaced 6ft. apart (127, 208, 209, 216, 312) 	<ul style="list-style-type: none"> 13 desks in full-size classrooms, spaced 6 ft. apart. 7 desks in small classrooms spaced 6ft. apart (127, 208, 209, 216, 312) 	<p>Bellamy, Pileggi, Fernandez</p>	<p>Social distancing decals, colored tape</p>	<p>No</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"> Breakfast and lunch served in the classroom for grades K-6 Gymnasium will house scholar with COVID-19 symptoms <p>Inclement weather dismissal procedures will consist of dismissing scholars from the auditorium and café. Auditorium seats should be taped off or blanketed every two seats and every other row. Tables in the café will be situated 6ft. away and will have markings to indicate where scholars can sit (3 per table).</p>	<ul style="list-style-type: none"> Breakfast and lunch served in the classroom for grades K-6 Gymnasium will house scholar with COVID-19 symptoms <p>Inclement weather dismissal procedures will consist of dismissing scholars from the auditorium and café. Auditorium seats should be taped off or blanketed every two seats and every other row. Tables in the café will be situated 6ft. away and will have markings to indicate where scholars can sit (3 per table).</p>	<ul style="list-style-type: none"> Broxton, CGN Nurse Assistant, CGN, Monteiro 	<ul style="list-style-type: none"> Class lists with id numbers for breakfast and lunch distribution Cots, partitions, colored tape, door signage, parent -sign out sheet, walkie talkie 	<p>No</p>
<p>* Hygiene practices for students and staff including the</p>	<ul style="list-style-type: none"> Every room will have hand sanitizer readily 	<ul style="list-style-type: none"> Every room will have hand sanitizer readily 	<p>Classroom Teachers, Support Staff,</p>	<p>Hand sanitizer, soap, paper towels, EPA registered COVID-19</p>	<p>Yes</p>

<p>manner and frequency of hand-washing and other best practices</p>	<p>available for the teacher to dispense to scholars when entering and leaving the room.</p> <ul style="list-style-type: none"> • When scholars/teachers transition from one subject to another, they will use a disinfectant wipe to wipe down desk and chair before and after sitting. • Teachers wear face shields while teaching and utilize a face mask when walking around the classroom or building. • All classroom sinks will be equipped with hot water, soap and paper towels. • Teachers of all grades should teach lessons on the proper ways to wash hands, use the sink, blow nose, use a facemask, sneeze, walk in halls without touching, and the importance of keeping hands to yourselves. 	<p>available for the teacher to dispense to scholars when entering and leaving the room.</p> <ul style="list-style-type: none"> • When scholars/teachers transition from one subject to another, they will use a disinfectant wipe to wipe down desk and chair before and after sitting. • Teachers wear face shields while teaching and utilize a face mask when walking around the classroom or building. • All classroom sinks will be equipped with hot water, soap and paper towels. • Teachers of all grades should teach lessons on the proper ways to wash hands, use the sink, blow nose, use a facemask, sneeze, walk in halls without touching, and the importance of keeping hands to yourselves. 	<p>Custodial, Williams, Bellamy, Fluellen</p>	<p>virucide and disinfecting equipment and supplies</p>	
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	<ul style="list-style-type: none"> Timers may want to be used by k-2 classrooms for washing hands. Specific bathroom times with sanitizing in between by custodial staff. Cleaning of “high frequency” areas every two hours 	<ul style="list-style-type: none"> Timers may want to be used by k-2 classrooms for washing hands. Specific bathroom times with sanitizing in between by custodial staff. Cleaning of “high frequency” areas every two hours 			
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> Signage, floor and wall decals and colored tape will be placed strategically throughout the building indicating social distancing parameters and directing traffic flow through building entrances, exits, and hallways. Posters will be displayed throughout the school and classroom about the importance of hand washing, keeping masks on, washing 	<ul style="list-style-type: none"> Signage, floor and wall decals and colored tape will be placed strategically throughout the building indicating social distancing parameters and directing traffic flow through building entrances, exits, and hallways. Posters will be displayed throughout the school and classroom about the importance of hand washing, keeping masks on, washing 	Fluellen, CGN, Martin, Ramos	Signage, posters, anchor charts	no

	hands, not using other scholars' belongings.	hands, not using other scholars' belongings.			
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> Visitors will not be allowed in the area of the building where the classrooms are situated. If a parent must drop of pertinent documents, they will be allowed in the office one at a time or with a scheduled appointment. Only one adult at a time can enter the main office to conduct business. 	Visitors will not be allowed in the area of the building where the classrooms are situated. If a parent must drop of pertinent documents, they will be allowed in the office one at a time or with a scheduled appointment. Only one adult at a time can enter the main office to conduct business.	Martin, Dickerson	Signage	No
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<ul style="list-style-type: none"> Gym will be held outside weather permitting, otherwise scholars will have health classes The jungle-gym will be marked off with caution tape. Every classroom teacher along with one support staff member will have a specific time for recess, weather permitting. Scholars 	<p>Gym will be held outside weather permitting, otherwise scholars will have health classes</p> <p>The jungle-gym will be marked off with caution tape. Every classroom teacher along with one support staff member will have a specific time for recess, weather permitting. Scholars will have four activities to choose from, which allow for social distancing</p>	Pileggi, Fernandez	Signage	No

	will have four activities to choose from, which allow for social distancing. Use of cones, flags and tape will be used to create boundaries between the three groups.				
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • Keep each scholar's belongings separate from others • Label belongings • Cleaning and disinfecting items on a daily basis • Adequate supplies to minimize sharing, All scholar supplies placed in an individualized Ziploc bag for personal use only 	<ul style="list-style-type: none"> • Keep each scholar's belongings separate from others • Label belongings • Cleaning and disinfecting items on a daily basis • Adequate supplies to minimize sharing, All scholar supplies placed in an individualized Ziploc bag for personal use only 	Classroom teachers	Ziploc baggies Disinfectant solution Clorox wipes	No
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Scheduled times for use of restrooms and hallways • Staggered times for dismissal. 	<p>Scheduled times for use of restrooms and hallways</p> <p>Staggered times for dismissal.</p>	Fluellen, Williams	Schedule	No

<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> Scholars who take Septa and are provided transportation through the district will be required to enter the building at the entryway that has a Scanitizer machine to check temperature and disinfect hands. Every scholar is required to wear a face mask while riding Septa or the yellow bus. 	<ul style="list-style-type: none"> Scholars who take Septa and are provided transportation through the district will be required to enter the building at the entryway that has a Scanitizer machine to check temperature and disinfect hands. Every scholar is required to wear a face mask while riding Septa or the yellow bus. 	<p>Pileggi, Martin</p>	<p>Transpasses, Schedule from Transportation (SDP)</p>	<p>No</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Scholars will be divided into three classrooms per grade, approximately 36 scholars per grade for that particular week. Teachers in Grades 1-6 will rotate classrooms to teach their respective subject (ELA, Math, or Science/Social Studies). Kindergarten and Autistic Support Teachers will remain with their scholars and teach all core subjects. Scholars will remain in the designated classroom except for using the bathroom and dismissal. The Specialist teacher will report to the class to facilitate instruction. Learning Support and ELL Teachers will service their</p>	<p>Scholars will be divided into three classrooms per grade, approximately 36 scholars per grade for that particular week. Teachers in Grades 1-6 will rotate classrooms to teach their respective subject (ELA, Math, or Science/Social Studies). Kindergarten and Autistic Support Teachers will remain with their scholars and teach all core subjects. Scholars will remain in the designated classroom except for using the bathroom and dismissal. The Specialist teacher will report to the class to facilitate instruction. Learning Support and ELL Teachers will service their</p>	<p>CGN, Bellamy, Williams</p>	<p>Instructional Schedule</p>	<p>Yes</p>

	group of scholars two-three days per week in a small group setting. Only one teacher at a time will be permitted in the classroom with the scholars.	group of scholars two-three days per week in a small group setting. Only one teacher at a time will be permitted in the classroom with the scholars.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Taylor's Learning Academy at 1264 Alden Street currently have some of our scholars and they are willing to accommodate a few more of our scholars on school days that scholars must do virtual classes or provide after care.	Taylor's Learning Academy at 1264 Alden Street currently have some of our scholars and they are willing to accommodate a few more of our scholars on school days that scholars must do virtual classes or provide after care.	Martin		No
Other social distancing and safety practices	Scholars and staff should wash their hands with soap and water, including, at a minimum: <ul style="list-style-type: none"> • At the start of the day when scholars enter the classroom • Before snacks and lunch • After recess • After using the restroom • After sneezing, wiping, and blowing noses 	Scholars and staff should wash their hands with soap and water, including, at a minimum: <ul style="list-style-type: none"> • At the start of the day when scholars enter the classroom • Before snacks and lunch • After recess • After using the restroom • After sneezing, wiping, and blowing noses 	Classroom Teachers, support staff		No

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 Bluford will begin the school year Total Remote (100 % Virtual). Bluford will deliver virtual instruction from September 1, 2020 - November 17, 2020. Bluford will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020. Staff will have their temperature checked upon arrival to work daily by a member of the Pandemic Team. Scholars will enter the building through the “Scanitizer,” which will take temperature and sanitize the hands simultaneously. Staff must visually check scholars for symptoms upon arrival. If a scholar or staff member registers a temperature of 100.4 or higher or display signs of illness should not be permitted to enter the building. Staff will be sent home and should quarantine for 14 days. Identified scholars will be escorted to the gymnasium (isolated from others) and seen by the nurse. The parent will be notified of the scholars’ symptoms, instructed to pick the child up using the 58th Street entrance to the gymnasium. When the parent arrives, the nurse will advise the parent that the child must quarantine for 14 days and given literature in regard to testing sites and procedures. The child will not be able to attend school face to face until the 15th day and free from symptoms. Staff and scholars returning to work and school after quarantine must not present a fever or signs of the illness.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Staff and scholars who register 100.4 temperature or above will not be permitted in the building. Staff will be sent home and instructed to quarantine for 14 days before returning to work. Scholars will be escorted to the gymnasium (isolated from others) for the nurse to assess and notify the parent of findings, pick-up procedures and next steps.</p> <p>Anyone who has come into contact with someone diagnosed with Covid-19 will be required to quarantine for 14 days.</p>	<p>Staff and scholars who register 100.4 temperature or above will not be permitted in the building. Staff will be sent home and instructed to quarantine for 14 days before returning to work. Scholars will be escorted to the gymnasium (isolated from others) for the nurse to assess and notify the parent of findings, pick-up procedures and next steps.</p> <p>Anyone who has come into contact with someone diagnosed with Covid-19 will be required to quarantine for 14 days.</p>	<p>Nurse Meyers, medical assistant, CGN</p>	<p>Literature regarding COVID-19 symptoms Available testing Sites</p>	<p>Yes</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Staff who become sick or demonstrate a history of exposure will be required to quarantine for 14 days and sent home immediately. Scholars who become sick or demonstrate a history of exposure will be taken to the gymnasium for isolation and observation. Nurse Meyers will contact parents and the medical assistant will monitor the scholar/s until picked up by an authorized adult. They will be instructed to quarantine for 14 days. Scholars can attend school remotely, if they are physically able.</p> <p>Nurse Meyers will contact the Philadelphia Department of Public Health to report families or staff members that have demonstrated a history of exposure or has tested positive for COVID-19</p> <p>If an infected person has been in the building, close off areas used by a sick person, wait 24 hours before you clean and disinfect. Open windows to increase air circulation in the areas. Custodial staff should clean and</p>	<p>Staff who become sick or demonstrate a history of exposure will be required to quarantine for 14 days and sent home immediately. Scholars who become sick or demonstrate a history of exposure will be taken to the gymnasium for isolation and observation. Nurse Meyers will contact parents and the medical assistant will monitor the scholar/s until picked up by an authorized adult. They will be instructed to quarantine for 14 days. Scholars can attend school remotely, if they are physically able.</p> <p>Nurse Meyers will contact the Philadelphia Department of Public Health to report families or staff members that have demonstrated a history of exposure or has tested positive for COVID-19</p> <p>If an infected person has been in the building, close off areas used by a sick person, wait 24 hours before you clean and disinfect. Open windows to increase air circulation in the areas. Custodial staff should clean and</p>	<p>Nurse Meyers, medical assistant, CGN, Stone</p>	<p>Cots, partitions</p>	<p>No</p>

	disinfect all areas used by the ill person, focusing especially on frequently touched surfaces.	disinfect all areas used by the ill person, focusing especially on frequently touched surfaces.			
* Returning isolated or quarantined staff, students, or visitors to school	Staff and scholars can return to work at least 15 days since the onset of symptoms and until fever free (when off of anti-fever medication for 3 days) and symptoms are improving.	Staff and scholars can return to work at least 15 days since the onset of symptoms and until fever free (when off of anti-fever medication for 3 days) and symptoms are improving.	Nurse Meyers, CGN	Staff and Parent Informational session required	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>The nurse and principal will work together notifying PDPH and Dr. Nixon to receive direction on next steps that could include quarantine the class, school, or when the person can return to work or school.</p> <p>As directed by PDPH and/or Dr. Nixon parents will be made aware of the decision via written correspondence posted on the website, Class Dojo, and school messenger.</p>	<p>The nurse and principal will work together notifying PDPH and Dr. Nixon to receive direction on next steps that could include quarantine the class, school, or when the person can return to work or school.</p> <p>As directed by PDPH and/or Dr. Nixon parents will be made aware of the decision via written correspondence posted on the website, Class Dojo, and school messenger.</p>	Ramos, CGN, Myers		No
Other monitoring and screening practices	<p>Scholars will have their temperature taken by support staff before their scheduled lunch times. If a scholar presents a fever they will be assessed by the nurse and parents will be notified to come and pick up the child. Same quarantine rules apply</p> <p>Scholars or staff who show signs:</p> <ul style="list-style-type: none"> - Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - headache 	<p>Scholars will have their temperature taken by support staff before their scheduled lunch times. If a scholar presents a fever they will be assessed by the nurse and parents will be notified to come and pick up the child. Same quarantine rules apply</p> <p>Scholars or staff who show signs:</p> <ul style="list-style-type: none"> - Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - headache 	Fluellen, Support Staff		No

Bn Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

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

- Staff are responsible for wearing face coverings while traveling throughout the building, in the hallways, elevators, main office and all communal areas.
- Medically fragile staff and scholars will be offered to the opportunity to take advantage of virtual instruction for 100% of time. They can stay home and participate in our live sessions, via Zoom and follow their digital path.
- Specialist teachers and the two building substitutes will be able to assume the role of a content teacher in the event he/she takes ill.
- Teachers will plan standards-based lessons to meet the needs of scholars at various levels, ensuring versatility of lessons to apply to both virtual and in-person settings. They will develop routines and structures for scholars while maintaining student engagement through varied instructional strategies and modalities. Expectations will be set for remote and in-person instruction for scholars. Progress monitoring will be implemented often and adjusted accordingly. Interventionist and classroom assistants will lead small group instruction via virtual and facilitate synchronous online interactions with scholars. The counselor, teachers and support staff will embed social emotional learning (SEL) into lessons. In addition, our support staff will conduct remote learning conferences with identified parents and scholars on a weekly basis to check on their remote learning experience, assist in goal setting, completion of tasks, and their social emotional health and well- being.

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"> Medically fragile staff and scholars will be offered to the opportunity to take advantage of virtual instruction for 100% of time. They can stay home and participate in our live sessions, via Zoom and follow their digital path. 	<ul style="list-style-type: none"> Medically fragile staff and scholars will be offered to the opportunity to take advantage of virtual instruction for 100% of time. They can stay home and participate in our live sessions, via Zoom and follow their digital path. 	Pileggi, Monteiro		No
* Use of face coverings (masks or face shields) by all staff	<p>Staff members must wear a face mask at all times when traveling throughout the building, in the hallways, elevators, or other communal areas.</p> <p>Teachers in Grades K-2 can utilize face shields while teaching ELA and phonics instruction, so scholars can see the teacher's mouth movements. When they move about the classroom or building, they should wear their face masks.</p>	<p>Staff members must wear a face mask at all times when traveling throughout the building, in the hallways, elevators, or other communal areas.</p> <p>Teachers in Grades K-2 can utilize face shields while teaching ELA and phonics instruction, so scholars can see the teacher's mouth movements. When they move about the classroom or building, they should wear their face masks.</p>	CGN, Bellamy, Williams		No
* Use of face coverings (masks or face shields) by older students (as appropriate)	All scholars must wear a face mask or covering. Face masks will be distributed to anyone who does not have one. Face masks should remain on in class and while traveling throughout the classroom. It can be removed for purposes of eating, drinking and exercising	All scholars must wear a face mask or covering. Face masks will be distributed to anyone who does not have one. Face masks should remain on in class and while traveling throughout the classroom. It can be removed for purposes of eating, drinking and exercising	Techers, support staff	Additional supply of face masks	

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>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<ul style="list-style-type: none"> Medically fragile staff and scholars will be offered to the opportunity to take advantage of virtual instruction for 100% of time. They can stay home and participate in our live sessions, via Zoom and follow their digital path. 	<ul style="list-style-type: none"> Medically fragile staff and scholars will be offered to the opportunity to take advantage of virtual instruction for 100% of time. They can stay home and participate in our live sessions, via Zoom and follow their digital path. 	<p>Pileggi, Healy</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	<ul style="list-style-type: none"> • Scantizer machines- two members from climate • Four staff members, two at each Scanitizer machine, readily available to escort sick scholars to the gymnasium. • ILT Member to take temperature readings of the staff upon entry • Medical Assistant to monitor sick scholars in isolation • Stairwell C – 3 Support Staff • Stairwell D – 3 Support Staff • Hallway monitors- 2 Support Staff 	<ul style="list-style-type: none"> • Scantizer machines- two members from climate • Four staff members, two at each Scanitizer machine, readily available to escort sick scholars to the gymnasium. • ILT Member to take temperature readings of the staff upon entry • Medical Assistant to monitor sick scholars in isolation • Stairwell C – 3 Support Staff • Stairwell D – 3 Support Staff • Hallway Monitors – 2 Support Staff 	Fluellen, CGN		Yes

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
OSHA Regulations – COVID-19 Cleaning and Disinfecting Guidance	Custodial & Staff	Ms. Stone, Custodial Lead	Whole Group & Grade Bands	Zoom	August 17, 2020	August 21, 2020
Social Distancing Protocols	Staff	Ms. Bellamy, Asst. Principal	Whole Group	Zoom	August 17, 2020	August 21, 2020
Hybrid Instructional Model- Grades k, 1-6, AS, ELL, LS	Staff	Mrs. Gary-Nelson, Principal	Whole Group & Grade Bands, SPED/ELL	Zoom	August 17, 2020	August 21, 2020
COVID-19- Screening Process	Staff	Principal Gary-Nelson Nurse Myers	Whole Group	Zoom	August 17, 2020	August 21, 2020
Staff Deployment Plan	Staff	Principal Gary-Nelson Mr. Fluellen	Whole and Small Groups	Zoom	August 24, 2020	August 28, 2020

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
Social Distancing Protocols	Parents/scholars	Ms. Bellamy	Zoom Town Hall Meetings by Grade	August 10, 2020	August 14, 2020
COVID-19 Screening Process/Regulations	Parents/Scholars	Nurse Meyers Ms. Martin, FSRC Liaison	Zoom Town Hall Meetings by Grade	August 17, 2020	August 21, 2020
Hybrid Instructional Schedule	Parents/Scholars	Ms. Bellamy Principal Gary-Nelson	Zoom Town Hall Meetings by Grade	August 17, 2020	August 21, 2020

Health and Safety Plan Summary: **Universal Bluford Charter 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>	<ul style="list-style-type: none">• The building is equipped with EPA registered COVID-19 disinfectants and disinfecting equipment to support cleaning protocols. Air filters have been replaced throughout the building to increase ventilation. Custodial staff will be trained in daily cleaning practices, specialized/responsive cleaning enhanced disinfecting techniques and how to respond to emergency situations as they arise.• Disinfectant sprayers will be used by custodial staff to increase disinfection of areas after scholars and staff leave the building for the day. Areas that are deemed “high touch points” will be disinfected at least every two hours by custodial and support staff. Custodial and support staff will be responsible for initialing the “disinfectant checklist.” Classrooms, nurse’s office, main office, bathrooms, common areas, stairwells, entryways and exits will be cleaned throughout the day outlined in a rotational schedule.• Every classroom will be provided hand sanitizer as well as hand soap and paper towels for handwashing. Hand sanitizer kiosks will be placed in the hallways of

Requirement(s)	Strategies, Policies and Procedures
	<p>every floor and a “Scanitizer Kiosk” at the student entryways.</p> <ul style="list-style-type: none"> • COVID-19, Healthy Hygiene Practices and Social Distancing Signage will be posted throughout the building

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>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> • There will be 10-13 desks in each room, depending upon open space within the room. Desks will be at least 6 feet apart in all classes. Decals will be placed on the floor to indicate where desks will be located and to mark the flow of foot traffic. No sharing of materials. Each scholar could have their own bin with their own materials to use on their scheduled week (stored and staying in the classroom). All workbooks/folders/papers/pencils/crayons should remain in their personalized bin. There will also be no "centers" due to space recommendations and no sharing of materials. Instead, these activities will have to be individualized copies and passed out to scholars. Line spots should be visible on the floor to show how/where to line up. Teachers of grades k-2 should be able to wear face shields (instead of masks) in order to show mouth movement for ELA/phonics. Cubbies should be assigned and spaced out, packing up and unpacking will become more time consuming due to only allowing several students in the cubby area at a time. Scholars will bring water bottles (due to no water fountain use) and it should remain in their cubby or on a designated shelf at all times.

Requirement(s)	Strategies, Policies and Procedures
<p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Scholars will be divided into three classrooms per grade, approximately 36 scholars per grade for that particular week. Teachers in Grades 1-6 will rotate classrooms to teach their respective subject (ELA, Math, or Science/Social Studies). Kindergarten and Autistic Support Teachers will remain with their scholars and teach all core subjects. Scholars will remain in the designated classroom except for using the bathroom and dismissal. The Specialist teacher will report to the class to facilitate instruction. Learning Support and ELL Teachers will service their group of scholars two-three days per week in a small group setting. Only one teacher at a time will be permitted in the classroom with the scholars. <p>Hand sanitizer upon entrance of each classroom/doorway to be given out by one individual (teacher/ teacher assistant/ climate staff) so scholars don't touch the pump. Stairwell doors and classroom doors propped open to limit the mixing of germs on door handles. Stairwell railing should be wiped down on a consistent bases throughout the day. Breakfast and lunch will be served in the classroom and each class will have designated bathroom times. Posters will be displayed throughout the school and classroom about the importance of hand washing, keeping masks on, washing hands, not using other scholars' belongings. When other teachers enter a classroom for push in, they should be mandated to wash their hands thoroughly upon entering and leaving the classroom, as well as wiping down any used materials. Social Distancing decals posted on the floor and walls throughout the building keeping scholars and staff 6ft. away from one another. Each room will have signs posted for protocols related to entering, exiting and using the bathroom as well as in the hallways. Support staff will make</p>

Requirement(s)

Strategies, Policies and Procedures

sure scholars have on mask and are following social distancing criteria while in the hallways. They can also wipe down “high frequency” areas. Inclement weather dismissal procedures will consist of dismissing scholars from the auditorium and café. Auditorium seats should be taped off or blanketed every two seats and every other row. Tables in the café will be situated 6ft. away and will have markings to indicate where scholars can sit (3 per table).

- The jungle-gym will be marked off with caution tape. Every classroom teacher along with one support staff member will have a specific time for recess, weather permitting. Scholars will have four activities to choose from, which allow for social distancing. Dismissal will be staggered for grades 1-6. Kindergarten will dismiss from their respective classrooms, grades 1 through 3 will dismiss in the yard, grades 4 and 5 on 58th Street and grade 6 on Alden Street. Parents of scholars in grades 1-3 will form a line at the respective entrances to pick their child up. No parents will be allowed to enter the gate that leads to the school yard. Classroom Assistants will have the parent sign for their child and thereafter escort their child to the gate.
- Every room will have hand sanitizer readily available for the teacher to dispense to scholars when entering and leaving the room. When scholars/teachers transition from one subject to another, they will use a disinfectant wipe to wipe down desk and chair before and after sitting. Teachers wear face shields while teaching and utilize a face mask when walking around the classroom or building. All classroom sinks will be equipped with hot water, soap and paper towels. Teachers of

Requirement(s)

Strategies, Policies and Procedures

all grades should teach lessons on the proper ways to wash hands, use the sink, blow nose, use a facemask, sneeze, walk in halls without touching, and the importance of keeping hands to yourselves. Timers may want to be used by k-2 classrooms for washing hands. Specific bathroom times with sanitizing in between by custodial staff.

- Scholars who take Septa and are provided transportation through the district will be required to enter the building at the entryway that has a Scanitizer machine to check temperature and disinfect hands. Every scholar is required to wear a face mask while riding Septa or the yellow bus.

Visitors will not be allowed in the area of the building where the classrooms are situated. If a parent must drop of pertinent documents, they will be allowed in the office one at a time or with a scheduled appointment. Only one adult at a time can enter the main office to conduct business. Hold all IEP meetings by phone and send home necessary pages for parents to sign, use docu- sign for those that have email access. All visitors will have their temperature checked and will be required to wear a face mask. If the visitor's temperature is 100.4, they will not be permitted entrance into the building. They will be refused entry and advised to seek medical attention.

- All staff will be trained on social distancing and other safety protocols. This training will occur during the two weeks of professional development that occurs in August prior to students returning in September. Virtual workshops will be offered to parents on safety protocols the week of August 24, 2020 via Zoom by Grade bands. Social distancing and other

Requirement(s)	Strategies, Policies and Procedures
	safety protocols will be measured for accuracy can be amended to meet the current situation or needs.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Staff will have their temperature checked upon arrival to work daily by a member of the Pandemic Team. Scholars will enter the building through the “Scanitizer,” which will take temperature and sanitize the hands simultaneously. Staff must visually check scholars for symptoms upon arrival. If a scholar or staff member registers a temperature of 100.4 or higher or display signs of illness should not be permitted to enter the building. Staff will be sent home and should quarantine for 14 days. Identified scholars will be escorted to the gymnasium (isolated from others) and seen by the nurse. The parent will be notified of the scholars’ symptoms, instructed to pick the child up using the 58th Street entrance to the gymnasium. When the parent arrives, the nurse will advise the parent that the child must quarantine for 14 days and given literature in regard to testing sites and procedures. The child will not be able to attend school face to face until the 15th day and free from symptoms. Staff and scholars returning to work and school after quarantine must not present a fever or signs of the illness.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> • Staff are responsible for wearing face coverings while traveling throughout the building, in the hallways, elevators, main office and all communal areas. • Medically fragile staff and scholars will be offered to the opportunity to take advantage of virtual instruction for 100% of time. They can stay home and participate in our live sessions, via Zoom and follow their digital path. • Specialist teachers and the two building substitutes will be able to assume the role of a content teacher in the event he/she takes ill. • Teachers will plan standards-based lessons to meet the needs of scholars at various levels, ensuring versatility of lessons to apply to both virtual and in-person settings. They will develop routines and structures for scholars while maintaining student engagement through varied instructional strategies and modalities. Expectations will be set for remote and in-person instruction for scholars. Progress monitoring will be implemented often and adjusted accordingly. Interventionist and classroom assistants will lead small group instruction via virtual and facilitate synchronous online interactions with scholars. The counselor, teachers and support staff will embed social emotional learning (SEL) into lessons. In addition, our support staff will conduct remote learning conferences with identified parents and scholars on a weekly basis to

Requirement(s)	Strategies, Policies and Procedures
	check on their remote learning experience, assist in goal setting, completion of tasks, and their social emotional health and well- being.

Health and Safety Plan Governing Body Affirmation Statement

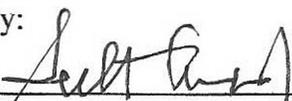
The Board of Directors/Trustees for **Universal Bluford Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **JULY 30, 2020**

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.