



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: **Easterseals Western and Central Pennsylvania**

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?
 - Keeping the number of students in a classroom to a maximum of 8 students, with an average classroom size of 4-6 students. Staff in the classroom will include a teacher, up to 3 classroom assistants and one other support staff.
 - Each child's temperature will be taken immediately after departing transportation vehicles.
 - Staff will work with students individually or in groups of no more than two children, utilizing social distancing. Students will remain in their classrooms and not be taken out for therapies/any other activities. Staff will wear be required to wear to face masks. Face shields will be available to staff to be worn in addition to face masks. Staff will wash hands with soap and water or use a hand-sanitizer with 60% alcohol before and after working with students and/or entering and exiting a classroom. Staff will wipe off session materials after each use with sanitizing wipes or solution.
 - Health and safety protocols will be implemented throughout the school.
- How did you engage stakeholders in the type of re-opening your school entity selected?
 - Discussions with Easterseals Managers, other Easterseals Programs, other Approved Private Schools in Pennsylvania, and other LEAs from other Public Schools. We also surveyed parents and took their responses into consideration.
- How will you communicate your plan to your local community?
 - A letter will be sent to current families prior to resuming in-person services.
 - Our Health and Safety plan will be shared with families, Intermediate Units and School Districts of our students and posted on our website. This plan will also be submitted to the Department of Education as required.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
 - The program will periodically review local Covid-19 data, PDE guidance, DOH guidance, and guidance from CDC and make decisions accordingly.
 - We will follow our established protocols for school closure or quarantine if any cases were confirmed as outline in this plan.

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): **September 8, 2020**

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)
Patricia Braendle	Administration	Both: Health and Safety Plan Development and Pandemic Crisis Response Team
Micheline Sabic	Administration	Both: Health and Safety Plan Development and Pandemic Crisis Response Team
Erin Nock	Administration	Both: Health and Safety Plan Development and Pandemic Crisis Response Team
Belinda Armstrong	Administration	Both: Health and Safety Plan Development and Pandemic Crisis Response Team
Laurie Chiodo	Education Specialist	Plan Development

Merrill Christy	School Nurse	Plan Development
Ann Harmon	School Nurse	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?**
 - Easterseals School Program
 - Easterseals School program has three school sites. These sites are located in Cranberry Township, Export, and West Mifflin.
 - All staff will ensure that rooms are ready to welcome students in September 2020.
 - Planning and preparation activities will take place during the months of July and August 2020. Students will attend class starting on September 8th, 2020.
 - The Easterseals school will use disinfectants registered by the EPA as effective against SARS-CoV-2, the virus that causes COVID-19. See [EPA N List](#). Staff will be trained on proper use of products purchased from the EPA N list.
- **How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?**
 - The Easterseals School Program will order adequate disinfection supplies for each school site.
- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**
 - The Easterseals School Program will develop and implement appropriate protocols to be used when students are in attendance. These will include hand washing and wiping down furniture and student toys and materials with sanitizing wipes or spray solution periodically throughout the day. The staff will post informative signage in each school building regarding the use of disinfecting supplies. Any individuals working within the school sites will be required to follow these same protocols.
 - Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. Air filters will be changed more frequently to ensure proper ventilation throughout the buildings.
- **What protocols will you put in place to clean and disinfect throughout an individual school day?**
 - All staff in the Easterseals programs will wipe down furniture and student toys and materials with sanitizing wipes or an approved spray solution periodically throughout the student 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?**
 - All staff will be trained in all new protocols and procedures. All school areas will be thoroughly cleaned and disinfected, and furniture and materials will be arranged appropriately.

- Training will occur at our fall in-service training and via Zoom training modules.
- Preparedness will be assessed by the Trainers, Managers, and Site Coordinators during training and implementation.

Summary of Responses to Key Questions:

- All staff will be trained in new health and safety procedures and protocols.
- Disinfecting products used will meet CDC requirements for Covid-19.

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>	<p>Easterseals will only use cleaning products that are EPA registered. Supplies will be ordered in advance to ensure the schools have adequate supplies. All cleaning supplies will be kept out of the reach of children. All staff will share the responsibility for cleaning and disinfecting all common areas such as door handles, restrooms, breakroom, conference room, business room and any other highly touched surfaces. A schedule will be kept in the business office to keep track of disinfecting areas multiple times a day.</p> <p>Staff are responsible for cleaning, disinfecting classroom surface areas as recommended by the</p>	<p>Easterseals will only use cleaning products that are EPA registered. Supplies will be ordered in advance to ensure the schools have adequate supplies. All cleaning supplies will be kept out of the reach of children. All staff will share the responsibility for cleaning and disinfecting all common area such as door handles, restrooms, breakroom, conference room business room and any other highly touched surfaces. A schedule will be kept in the business office to keep track of disinfecting areas multiple times a day.</p> <p>Staff are responsible for cleaning, disinfecting classroom surface areas as recommended by the</p>	<p>Patricia Braendle, Director of Children's Programs</p> <p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Site Coordinators at each School Site</p>	<p>Cleaning solutions Disinfecting products Gloves Eye protection goggles/face shields Protocols</p> <p>Schedules for cleaning</p>	<p>Yes</p>

	<p>CDC, Department of Health and Department of Education. Staff are responsible to disinfect any shared surface (keyboard, phone) after EVERY use. See EPA N List. Staff will be trained on proper use of products purchased from the EPA N list.</p> <p>Students will not be present when disinfectants are being used. Toys that cannot be cleaned/disinfected will be removed from the classroom. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned. Common shared spaces will not be used. Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. Air filters will be changed more frequently to ensure proper ventilation throughout the buildings.</p>	<p>CDC, Department of Health and Department of Education. Staff are responsible to disinfect any shared surface (keyboard, phone) after EVERY use. See EPA N List. Staff will be trained on proper use of products purchased from the EPA N list.</p> <p>Students will not be present when disinfectants are being used. Toys that cannot be cleaned/disinfected will be removed from the classroom. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned. Common shared spaces will not be used. Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. Air filters will be changed more frequently to ensure proper ventilation throughout the buildings.</p>			
<p>*Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Follow standard protocols to clean surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes, as well as floors and carpets.</p>	<p>Follow standard protocols to clean surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes, as well as floors and carpets.</p>	<p>Patricia Braendle, Director of Children's Programs</p>	<p>Cleaning solutions Disinfecting products Gloves Eye protection goggles/face shields</p>	<p>Yes</p>

	<p>Use CDC Guidance to Cleaning and Disinfecting for indoor areas that have not been used for 7 or more days or outdoor equipment. Cleaning after someone is diagnosed with Coronavirus</p> <ol style="list-style-type: none"> 1. Close the area for 24 hours. 2. Open outside door and windows – increase the air circulation. 3. Wait 24 hours before cleaning and disinfecting. 4. Clean and disinfect all area used by the person who is sick, office, bathroom, common areas, shared electronics. 5. Vacuum the space. 6. Once area appropriately disinfected – it can be open for work. 7. Workers without close contact with person who is sick can return to work immediately after disinfection has occurred. 8. If more than 7 days since person who is sick visited or used facility, additional cleaning and disinfection is not necessary. Routine cleaning needs to be done. 	<p>Use CDC Guidance to Cleaning and Disinfecting for indoor areas that have not been used for 7 or more days or outdoor equipment. Cleaning after someone is diagnosed with Coronavirus</p> <ol style="list-style-type: none"> 1. Close the area for 24 hours. 2. Open outside door and windows – increase the air circulation. 3. Wait 24 hours before cleaning and disinfecting. 4. Clean and disinfect all area used by the person who is sick, office, bathroom, common areas, shared electronics. 5. Vacuum the space. 6. Once area appropriately disinfected – it can be open for work. 7. Workers without close contact with person who is sick can return to work immediately after disinfection has occurred. 8. If more than 7 days since person who is sick visited or used facility, additional cleaning and disinfection is not necessary. Routine cleaning needs to be done. 	<p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Site Coordinators at each School Site</p>	<p>Protocols</p> <p>Schedules for cleaning</p>	
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Social Distancing and Other Safety Protocols

Key Questions

- **How will classrooms/learning spaces be organized to mitigate spread?**
 - Classrooms are already set up with a maximum of 8 students, with an average of 4- 6 students per room. Upon arrival to school (after initial protocols: i.e. temperature taken and hand washing), students will be taken immediately to their classrooms. Classrooms are already organized into “centers”. Instead of children using a center at once, we will have 1-2 students per center, keeping social distance between students and staff.
 - All group activities in the classroom, i.e. circle time, will be adjusted to allow for social distancing between children.
 - Staff will be required to wear face masks. Face shields will be available to staff to be worn in addition to face masks. Gloves will also be worn during mealtimes, diapering/toileting, and all self-care needs.
 - Staff will wash hands with soap and water or use an approved hand sanitizer before working with any children. Staff will also wash/sanitize hands upon entering and exiting a classroom.
 - Staff will wipe down or sanitize all materials used with students after each use. The requirement of daily cleaning and disinfecting will be implemented. Our school calendar for the fall will include all students participating in remote learning on Fridays, which will enable the school site to be thoroughly cleaned and disinfected throughout the entire school environment.
 - We will stay current with local Covid-19 data and CDC and PDE guidance and adjust this procedure as appropriate.
- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**
 - Classrooms have a maximum number of students set at 8 per room, with the average classroom size of 4-6 students.
 - Adults in the classroom include the teacher, up to 3 classroom assistants, and one other support staff.
 - Therapists that work with students (Speech, Occupational, and Physical Therapy) will have a set schedule where they work within certain classrooms each day of the week to minimize movement within/between classrooms.
 - Some students may have a personal nurse for medical reasons. We will look at these students on a case-by-case basis to determine if these professionals are required for the student. If the answer is yes, those adults will be permitted in the classroom, but they must wear a face mask and follow the classroom procedures.
 - All staff will work with identified children individually or in a small group of no more than 2 students at a time while maintaining social distancing.
- **What policies and procedures will govern use of other communal spaces within the school building?**

- School staff take students directly from their transporting buses, vans, or family vehicles at the beginning of the day and return the students back to transportation at the end of the day without stopping in any communal area.
- Students do not use any space within the building other than the hallway at the beginning and end of the day and when transitioning to outside time. Staff will always accompany the students, 1:1:, to ensure they do not enter other areas of the building or contact other adults or students in the building.
- **How will you utilize outdoor space to help meet social distancing needs?**
 - Providing services outdoors during appropriate weather will be encouraged as an appropriate strategy at each of Easterseals three School Sites.
 - The outdoor (fenced-in) playground will be utilized by students and staff at the East School Site.
 - The three classrooms at the East School Site will alternate the use of the playground to minimize the number of children on the playground at one time. Playground toys and equipment will be wiped off after each classrooms use (swings, slide, riding toys, playhouses).
 - The South and North School Sites will utilize daily walks outside of the school building. Walks will include 1:1 staff with students, and when possible, staff and students will keep 6 feet distance between them to maintain social distancing.
 - Students and staff hands will be washed/sanitized immediately upon entering the classroom after being outside.
- **What hygiene routines will be implemented throughout the school day?**
 - Adults will wash their hands with soap and water immediately upon entering and exiting the classroom and periodically throughout the day. Hand sanitizer will also be available for between handwashing.
 - Students will be assisted to wash their hands with soap and water immediately upon entering the classroom and periodically throughout the classroom session. There will be a set schedule for students to wash their hands such as upon entering the classroom, before/after snack, before/after diapering, before/after lunch, and before leaving at the end of the day.
 - We will implement a process where staff will take each child's temperature immediately after they are taken off their transportation vehicle. If a child has a temperature of 100.4 degrees or higher, the family will be called immediately, and arrangements made for the transporter to return the child to the home. A letter will be sent to the families prior to the first day of class in September to explain the protocols put in place to enable classes to resume safely for the children and the staff. In the letter, parents will be told to take their child's temperature daily before sending them to school.
- **How will you adjust student transportation to meet social distancing requirements?**

- By offering both an on-site and remote learning options for parents, we will be reducing the number of students being transported daily.
- Students will be taken one at a time off buses and staggered, to maintain social distancing when entering the school site and school classrooms.
- As Easterseals does not provide transportation of students (this responsibility lies with the student's school district) we will follow the school district's transportation protocols and make sure these protocols are shared with our student's families). Families will also be encouraged to transport their child themselves.
- **What visitor and volunteer policies will you implement to mitigate spread?**
 - At this time, we will not allow volunteers in any of our school sites.
 - For the fall, Easterseals will not accept practicum students on the school sites. If an arrangement can be made with universities for an on-line practicum experience, Easterseals would be willing to discuss this an option. We will address practicum opportunities for students for the spring term depending on the status of COVID mitigation and the CDC, state and PDE guidance at that time.
 - Visitors are limited to other services being offered in a student's IEP (i.e. vision and hearing specialist).
 - Specialists will be required to wear a face mask and follow all health and safety protocols that are set in the school.
 - Tours and our enrollment process will be completed via virtual outlets (i.e. Zoom).
- **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**
 - Not applicable: All school sites educate students ages 3-8.
- **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?**
 - All school staff will be trained in safety protocols.
 - Initial training will take place during our start of the year inservice August 31st- September 4th 2020, before students return to the classroom.
 - Managers and Site Coordinators at each school site will be the day-to-day supervisors ensuring that all protocols are ready to implement and followed diligently.

Summary of Responses to Key Questions:

The action steps below address all aspects of a school day. The safety protocols and social distancing will be implemented to the extent feasible. Easterseals will conduct an enrollment campaign with the options for parents to choose the following instruction for their child: face-to-face (on-site) with Friday being remote learning for all or the option of remote/distance learning. This will be the established schedule for the first 9 weeks of school. Reevaluation of this schedule will be conducted at this time to determine any changes. Return to full on-site learning is our ultimate goal but considerations with the health and safety of our students being our

top priority. These decisions will be based on current COVID status and recommendations from CDC and PDE and progress students are making on IEP goals. At that time, the schedule for the next 9 weeks will be determined.

- Classrooms are set up with a maximum of 8 students, with an average of 4-6 students per room.
- Staff will take student temperatures immediately after exiting transportation vehicle.
- Adults will wash hands with soap and water upon entering and exiting the classroom area and must wear a mask.
- Students will be assisted to wash hands with soap and water upon entering and exiting the classroom area, between mealtimes, and before and after diapering and toileting and before leaving at the end of the day.
- Learning centers in the classroom will be limited to 2 students at a time, while maintaining a social distance.
- Classroom visitors will be limited to specialists as outlined in a child's IEP (i.e. vision and hearing specialist). Any visitor must wear a mask and follow all safety protocols.
- Furniture, classroom materials, and playground equipment will be wiped down with appropriate sanitizing methods after use.
- When weather permits, students will use the outdoor play area by individual classroom at the East School Site and be sanitized after each use. The North and South School Sites will utilize daily walks, with 1:1 staff with student, and maintaining 6 feet between staff/students.
- If transportation is provided for a student by their School District, we will follow the district's transportation protocols. Students will be taken one at a time off buses and staggered, to maintain social distancing when entering the school site and school classrooms. Having the two options of either in-person or remote learning, combined with the possibility of students being transported to school via personal means, will lead to fewer students being transported via school bus daily.
- All School Staff will be trained in social distancing and safety protocols. Initial training will take place during our start of year inservice August 31st- September 4th, 2020.
- Training will be provided, and implementation monitored by the Program Managers and Site Coordinators.

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>	<p>Survey families to determine what mode of instruction students would participate in (face-to face with Friday being remote for all or total remote/distance learning), which may reduce in-person class size.</p> <p>Following recommendations from the CDC and the PA Department of Education, maintain 6 feet of separation among students and staff throughout the day to the maximum extent feasible.</p> <p>Class sizes will have 8 students maximum, with an average class size of 4-6 students, with up to 5 other staff in the classroom.</p> <p>Unused desks and furniture will be removed from classrooms, to the extent possible, to maximize space to enable distancing. Desks/Tables will all face the same direction and students will sit only on one side of the desk/table.</p> <p>Implement standard operating procedures while taking preventative measures such as: providing hand sanitizer for students and staff; all staff to wear face masks/covering; limit unnecessary congregating of students and staff.</p>	<p>Survey families to determine what mode of instruction students would participate in (face-to face with Friday being remote for all or total remote/distance learning), which may reduce in-person class size.</p> <p>Following recommendations from the CDC and the PA Department of Education, maintain 6 feet of separation among students and staff throughout the day to the maximum extent feasible.</p> <p>Class sizes will have 8 students maximum, with an average class size of 4-6 students, with up to 5 other staff in the classroom.</p> <p>Unused desks and furniture will be removed from classrooms, to the extent possible, to maximize space to enable distancing. Desks/Tables will all face the same direction and students will sit only on one side of the desk/table.</p> <p>Implement standard operating procedures while taking preventative measures such as: providing hand sanitizer for students and staff; all staff to wear face masks/covering; limit unnecessary congregating of students and staff.</p>	<p>Patricia Braendle, Director of Children's Programs</p> <p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Site Coordinators at each School Site</p>	<p>Cleaning Supplies – Ensure supply chain through multiple vendors; continuously monitor inventory</p> <p>Purchase personal protective equipment</p>	<p>Yes</p>

	Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.	Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.			
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Meals are served in the classroom. Considerations of tables and desks will be utilized to encourage social distancing.</p> <p>Centers will be limited to one or two students at a time while maintaining social distancing to the maximum extent possible.</p> <p>Playground time will be scheduled to permit only one classroom at a time.</p> <p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students and staff. • Require handwashing for students and staff before and after mealtimes. • Seating spaced at a minimum of six feet to the maximum extent possible. 	<p>Meals are served in the classroom. Considerations of tables and desks will be utilized to encourage social distancing.</p> <p>Centers will be limited to one or two students at a time while maintaining social distancing to the maximum extent possible.</p> <p>Playground time will be scheduled to permit only one classroom at a time.</p> <p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students and staff. • Require handwashing for students and staff before and after mealtimes. • Seating spaced at a minimum of six feet to the maximum extent possible. 	<p>Patricia Braendle, Director of Children’s Programs</p> <p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Site Coordinators at each School Site</p>	<p>Protocols and signs supporting the new procedures.</p> <p>Cleaning Supplies</p> <p>Purchase personal protective equipment</p>	Yes

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Protocols will be posted in visible areas.</p> <p>All adults will wash hands with soap and water upon entering and exiting a classroom and before/after working with students.</p> <p>Students will be assisted to wash hands with soap and water upon entering the classroom. Students will be given handwashing breaks throughout the school day.</p> <p>Teach and reinforce good hygiene measures, such as handwashing, covering coughs, and face coverings.</p> <p>Furniture and classroom materials will be wiped down using approved cleaning and disinfecting procedures.</p>	<p>Protocols will be posted in visible areas.</p> <p>All adults will wash hands with soap and water upon entering and exiting a classroom and before/after working with students.</p> <p>Students will be assisted to wash hands with soap and water upon entering the classroom. Students will be given handwashing breaks throughout the school day.</p> <p>Teach and reinforce good hygiene measures, such as handwashing, covering coughs, and face coverings.</p> <p>Furniture and classroom materials will be wiped down using approved cleaning and disinfecting procedures.</p>	<p>Classroom Teachers</p> <p>Site Coordinators</p> <p>School Nurses</p>	<p>Protocols and signs posted in visible areas when appropriate.</p> <p>Soap and hand sanitizers will be provided.</p> <p>Adults will wear face masks for face shields when working with children. Children who are able, will wear face masks and shields.</p> <p>Trainings by School Nurses</p>	<p>Yes</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted in visible areas in the school.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</p> <p>Site Meetings will be conducted biweekly to review health and safety protocols while maintaining social distancing.</p>	<p>Signs will be posted in visible areas in the school.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</p> <p>Site Meetings will be conducted biweekly to review health and safety protocols while maintaining social distancing.</p>	<p>Site Coordinators</p> <p>School Nurses</p>	<p>Laminated signs and posters</p> <p>Bi-weekly meetings at school sites</p>	<p>Yes</p>

<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Visitors will be limited to specialists as outlined in a child's IEP.</p> <p>Visitors will be required to wear a facial mask and follow the health and safety protocols of the school.</p>	<p>Visitors will be limited to specialists as outlined in a child's IEP.</p> <p>Visitors will be required to wear a facial mask and follow the health and safety protocols of the school.</p>	<p>Site Coordinators</p> <p>Social Workers</p>	<p>Laminated signs and posters of health and safety protocols.</p> <p>Policies and Procedures</p>	<p>Yes</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>East School Site: Weather permitting, outdoor playground time will be scheduled for classrooms – only one classroom will be on the playground at a time. Playground equipment will be sanitized after each use.</p> <p>South and North: Weather permitting, walks will be utilized. Walks will include 1:1 staff with students, with the staff and students keeping a 6 feet distance between them to maintain social distancing.</p> <p>Students and staff hands will be washed/sanitized immediately upon entering the classroom after being outside.</p>	<p>East School Site: Weather permitting, outdoor playground time will be scheduled for classrooms – only one classroom will be on the playground at a time. Playground equipment will be sanitized after each use.</p> <p>South and North: Weather permitting, walks will be utilized. Walks will include 1:1 staff with students, with the staff and students keeping a 6 feet distance between them to maintain social distancing.</p> <p>Students and staff hands will be washed/sanitized immediately upon entering the classroom after being outside.</p>	<p>Classroom Teachers</p>	<p>Policies and Procedures</p>	<p>Yes</p>
<p>* Limiting the sharing of materials among students</p>	<p>Centers in classrooms will be limited to 1-2 children at a time while maintaining social distancing.</p> <p>A cleaning and/or quarantining procedure will be put into place for any shared items.</p>	<p>Centers in classrooms will be limited to 1-2 children at a time while maintaining social distancing.</p> <p>A cleaning and/or quarantining procedure will be put into place for any shared items.</p>	<p>Classroom Teachers</p> <p>Classroom Assistants</p> <p>School Support Staff</p>	<p>Policies and Procedures</p> <p>Cleaning supplies</p>	<p>Yes</p>

	<p>Materials will be wiped down before the next child enters the area.</p> <p>Cleaning protocols will be implemented at the completion of each day as well as a thorough cleaning on Fridays.</p>	<p>Materials will be wiped down before the next child enters the area.</p> <p>Cleaning protocols will be implemented at the completion of each day as well as a thorough cleaning on Fridays.</p>			
<p>*Staggering the use of communal spaces and hallways</p>	<p>Care will be taken to limit the use of communal hallways to entry and exit times for students and transitions to outdoor time.</p> <p>Students will remain in their designated classrooms to restrict mixing between groups of students.</p> <p>All support staff will work with students in their classrooms.</p>	<p>Care will be taken to limit the use of communal hallways to entry and exit times for students and transitions to outdoor time.</p> <p>Students will remain in their designated classrooms to restrict mixing between groups of students.</p> <p>All support staff will work with students in their classrooms.</p>	<p>Classroom Teachers</p> <p>Site Coordinators</p>	<p>Policies and Procedures</p>	<p>Yes</p>
<p>*Adjusting transportation schedules and practices to create social distance between students</p>	<p>Since we do not provide transportation, we will follow the protocols of the student's school district.</p> <p>Parents will be asked if they would like to provide transportation for their child which will support social distancing.</p> <p>One staff member will get a student off a bus and stagger the entrance of students into the school building to one student at a time.</p> <p>Students and staff will wash hands upon arrival to the classroom.</p>	<p>Since we do not provide transportation, we will follow the protocols of the student's school district.</p> <p>Parents will be asked if they would like to provide transportation for their child which will support social distancing.</p> <p>One staff member will get a student off a bus and stagger the entrance of students into the school building to one student at a time.</p> <p>Students and staff will wash hands upon arrival to the classroom.</p>	<p>Site Coordinators</p> <p>Social Workers</p>	<p>Policies and Procedures</p>	<p>Yes</p>

<p>*Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Easterseals will offer two learning options to parents: on site learning Monday-Thursday with remote learning on Friday and total remote/distance learning Monday-Friday.</p> <p>Movement throughout the building will be minimized with students and staff remaining in their designated classrooms.</p> <p>Support staff will work within a student's classroom and spend an entire day with a classroom, instead of switching classrooms throughout the day.</p> <p>Centers within the classrooms will be limited to 1-2 children at a time while maintaining social distancing.</p> <p>Physical interaction, such as group or partner work, will be limited and social distancing protocols will be implemented.</p>	<p>Easterseals will offer two learning options to parents: on site learning Monday-Thursday with remote learning on Friday and total remote/distance learning Monday-Friday.</p> <p>Movement throughout the building will be minimized with students and staff remaining in their designated classrooms.</p> <p>Support staff will work within a student's classroom and spend an entire day with a classroom, instead of switching classrooms throughout the day.</p> <p>Centers within the classrooms will be limited to 1-2 children at a time while maintaining social distancing.</p> <p>Physical interaction, such as group or partner work, will be limited and social distancing protocols will be implemented.</p>	<p>Patricia Braendle, Director of Children's Programs</p> <p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Teachers and Site Coordinators at each School Site</p>	<p>Policies and Procedures</p>	<p>Yes</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>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>N/A</p>
<p>*Other social distancing and safety practices</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

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?
 - All students will have temperature checked as they enter the building. Any student with a temperature 100.4 degrees or higher will be isolated and parent or designated person will be contacted to pick student up from school immediately.
 - Staff will self-check their temperature prior to arrival at work and sign off they are symptom free upon arrival at work. Staff with a temperature 100.4 degrees or higher will be required to stay home and report to their Manager.
 - Visitors will be required to check temperature upon entering the building and follow all guidelines and procedures set by Easterseals schools.
 - Staff and students will be encouraged to remain at home and monitor symptoms if they are not feeling well. Families should consult with healthcare providers prior to returning to school. Easterseals will follow guidelines set forth from State and Local Department of Health.
- 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)?
 - All students will have their temperature checked when they arrive at school and students will be monitored throughout the day.
 - Staff and visitors will self-check their temperature prior to entering the building and sign off they are symptom free upon arrival at work.
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
 - If a student becomes sick, tests positive for COVID-19, or comes in contact with a person that has tested positive for COVID-19 they will not be permitted to attend school. Easterseals will follow guidelines set forth from State and Local Department of Health.
 - If a staff member becomes sick, tests positive for COVID-19, or comes in contact with a person that has tested positive for COVID-19 they will not be permitted to attend school. Easterseals will follow guidelines set forth from State and Local Department of Health.

- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
 - School Nurses and Health and Safety Plan team will be responsible for making the determination of quarantine requirements for students based on current State and Local Department of Health guidelines.
 - School Nurses and Health and Safety Plan team will be responsible for making the determination of quarantine requirements for staff and visiting therapists based on current State and Local Department of Health guidelines.
- 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 or too uncomfortable to return?
 - A physician's excuse will be required to permit a student to return to school after a positive test for COVID-19.
 - A physician's excuse will be required to permit staff to return to school after a positive test for COVID-19.
 - Staff that are uncomfortable returning to school should discuss this with Patricia Braendle, Director of Children's Programs.
 - Families will be able to determine if they are comfortable having their child return to school. Distance education will be provided for students not returning for in class learning.
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
 - Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.
 - Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).
- 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?
 - Notices of changes to the Health and Safety Plan will be sent home to families. Communication of positive cases will be sent via the families preferred method (email, mail, or sent home).
 - No personal identification information of the staff or student will be shared with families that become ill or test positive for COVID-19.
- 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?
 - All staff will be trained to monitor student's health, as well as their own.
 - Training will be provided during staff in-service August 31st – September 4th, 2020.

- The Health and Safety Plan team will assess the readiness of staff to successfully monitor and implement guidelines and procedures.

Summary of Responses to Key Questions:

All Easterseals school staff will be trained at in-service to properly monitor for signs and symptoms of COVID-19 and illness. Families will report illness concerns or questions to the School Nurse at their site. Staff will report illness concerns or questions to their Manager. Temperatures will be checked daily of all students, staff, and visitors to the school site. If there is concern for illness or elevated temperature at school, the person or child will be required to return home. Prior to returning from illness, the staff or student must provide a physician’s excuse to the School Nurse. Families of children will make the determination based on their level of comfort, as to if or when the student will begin in person classes. All families will be notified if there is a confirmed case of COVID-19, without private information being released.

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	All staff, students, and visitors will have temperature checked prior to entering the school.	All staff, students, and visitors will have temperature checked prior to entering the school.	School Nurse and/or designated classroom staff to monitor students. Staff and visitors should report to School Nurse.	Infrared temporal thermometer, gloves, masks, hand sanitizer.	Yes

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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students will be isolated in a designated area and family will be contacted to pick the child up immediately.</p> <p>All families will be required to designate alternative contacts if they are unavailable.</p> <p>Staff and visitors will monitor and return home if they are ill or present with symptoms.</p> <p>All staff, students, and visitors will be required to quarantine according to State and Local Department of Health guidelines.</p>	<p>Students will be isolated in a designated area and family will be contacted to pick the child up immediately.</p> <p>All families will be required to designate alternative contacts if they are unavailable.</p> <p>Staff and visitors will monitor and return home if they are ill or present with symptoms.</p> <p>All staff, students, and visitors will be required to quarantine according to State and Local Department of Health guidelines.</p>	<p>School Nurse Classroom teachers Patricia Braendle, Director of Children's Programs</p> <p>Micheline Sabic, Manager, School Program</p>	<p>Designated Isolation area. Written information for staff, visitors, and families if there is a suspected or confirmed case of COVID-19.</p>	<p>Yes</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>A physician's excuse will be required for all staff and students prior to returning to the school sites.</p>	<p>A physician's excuse will be required for all staff and students prior to returning to the school sites.</p>	<p>School Nurse</p>	<p>Written Easterseals guidelines for returning to school for family, staff, and visitors</p>	<p>Yes</p>
<p>*Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Any changes to the Health and Safety Plan will be communicated to families via their preferred method.</p> <p>All staff will be made aware at bi-monthly staff meetings, or as changes happen.</p>	<p>Any changes to the Health and Safety Plan will be communicated to families via their preferred method.</p> <p>All staff will be made aware at bi-monthly staff meetings, or as changes happen.</p>	<p>School Nurse Site Coordinator at each site.</p>	<p>Changes to the plan to be communicated in a timely manner.</p>	<p>Yes</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)
*Other monitoring and screening practices	N/A	N/A	N/A	N/A	N/A

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?**
 - On July 1, 2020, the Pennsylvania Department of Health issued an order requiring face masks to be worn in any public space, including inside a school building. This order is in effect indefinitely and Easterseals will comply with this order, as well as any and all orders from the Pennsylvania Department of Health and Allegheny County Health Department.
 - As per the July 1, 2020 from the Pennsylvania Department of Health, face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Face coverings may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.
 - Staff will be required to wear face masks. Face shields will be available to staff to be worn in addition to face masks.
 - Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.
- **What special protocols will you implement to protect students and staff at higher risk for severe illness?**

- We will be offering two learning options for parents for the return to school in the fall: on-site learning Monday-Thursday with remote learning for all on Friday and the second option is total remote/distance learning Monday-Friday.
- Reconvening IEP meetings to adjust special needs of students.
- Easterseals' upper management and Human Resources Department will work with staff who request special accommodations or support.
- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**
 - Easterseals does not utilize substitute teachers that are not Easterseals staff. There will be additional certified staff available at each school site to cover in classrooms as needed.
- **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?**
 - Easterseals will have a remote learning team composed of services as outlined in a student's IEP (i.e. Special Education Teacher, Speech Therapist, Occupational Therapist, Physical Therapist, Nurse, and Social Worker).
 - All other staff will be assigned to classrooms at each Easterseals School Site, following the health and safety protocols as outlined above.

Summary of Responses to Key Questions:

- On July 1, 2020, the Pennsylvania Department of Health issued an order requiring face masks to be worn in any public space, including inside a school building. This order is in effect indefinitely and Easterseals will comply with this order, as well as any and all orders from the Pennsylvania Department of Health and Allegheny County Health Department.
- As per the July 1, 2020 from the Pennsylvania Department of Health, face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Face coverings may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.
- Staff will be required to wear face masks. Face shields will be available to staff to be worn in addition to face masks.
- Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.
- Should this order change, Easterseals will continue to require staff and students to wear face coverings while in classrooms, in large gatherings outside of the classroom, while transitioning between classrooms, and while entering or exiting the building. Any student or staff member who wishes to wear PPE in the classroom will be permitted to do so.

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	<p>Adults required to wear masks.</p> <p>Handwashing required throughout the day.</p> <p>Temperature checks required upon arrival.</p> <p>Frequent sanitizing of furniture and learning materials with cleaning and disinfecting procedures daily and a thorough cleaning on Fridays.</p> <p>Provide remote/distance learning opportunities for families.</p> <p>Easterseals' upper management and Human Resources Department will work with staff who request special accommodations or support.</p>	<p>Adults required to wear masks.</p> <p>Handwashing required throughout the day.</p> <p>Temperature checks required upon arrival.</p> <p>Frequent sanitizing of furniture and learning materials with cleaning and disinfecting procedures daily and a thorough cleaning on Fridays.</p> <p>Provide remote/distance learning opportunities for families.</p> <p>Easterseals' upper management and Human Resources Department will work with staff who request special accommodations or support.</p>	<p>Patricia Braendle, Director of Children's Programs</p> <p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Teachers and Site Coordinators at each School Site</p>	<p>Reminder signs posted in visible areas.</p> <p>No touch thermometers</p> <p>Sanitizing solutions</p> <p>Policies and Procedures</p>	Yes
* Use of face coverings (masks or face shields) by all staff	Staff will be required to wear face masks. Face shields will be available to staff to be worn in addition to face masks.	Staff will be required to wear face masks. Face shields will be available to staff to be worn in addition to face masks.	Site Coordinators	Purchase personal protective equipment	Yes
* Use of face coverings (masks or face shields) by older students (as appropriate)	Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.	Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.	Classroom Teachers	Purchase personal protective equipment	Yes

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>	<p>Provide remote/distance learning opportunities for families.</p> <p>Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.</p> <p>Reconvene IEP Meetings to adjust for special needs.</p>	<p>Provide remote/distance learning opportunities for families.</p> <p>Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.</p> <p>Reconvene IEP Meetings to adjust for special needs.</p>	<p>Patricia Braendle, Director of Children's Programs</p> <p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Laurie Chiodo, Education Specialist</p>	<p>Reminder signs posted in visible areas.</p> <p>Policies and Procedures</p>	<p>Yes</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)
<p>* Strategic deployment of staff</p>	<p>Based on the number of families that select remote learning vs. in person learning, staff will be assigned accordingly.</p>	<p>Based on the number of families that select remote learning vs. in person learning, staff will be assigned accordingly.</p>	<p>Patricia Braendle, Director of Children's Programs</p> <p>Micheline Sabic, Manager, School Program</p> <p>Erin Nock, Manager, Rehabilitation and Support Services</p> <p>Belinda Armstrong, Manager, Behavior Supports</p> <p>Teachers and Site Coordinators at each School Site</p>	<p>Policies and Procedures</p>	<p>Yes</p>

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
Health and Safety Plan	All Staff	Health and Safety Plan Committee	Zoom/ In Person	Sharepoint	August 31 st 2020	September 4th 2020
Cleaning and Sanitizing Protocols (cleaning, sanitizing, disinfecting surfaces, any learning / common areas schedules)	All Staff	Health and Safety Plan Committee	Zoom/In Person	Sharepoint	August 31 st 2020	September 4th 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Healthy Hygiene-Staff/Students	All Staff	Health and Safety Plan Committee	Zoom	Sharepoint	August 31 st 2020	September 4 th 2020
Safety Protocols and Procedures	All Staff	Health and Safety Plan Committee	Zoom/ In person	Sharepoint	August 31 st 2020	September 4 th 2020
Safety Protocols for Students with Complex Needs (Equipment and devices sanitizing procedures, locker procedures- No personal belongings in classrooms)	All Staff	Health and Safety Plan Committee	Zoom/In Person	Sharepoint	August 31 st 2020	September 4 th 2020
Safety Protocols for Auxiliary staff and visitors	All Staff	Health and Safety Plan Committee	Zoom/In Person	Sharepoint	August 31 st 2020	September 4 th 2020
PIEPs/IEPs/Tours/Enrollment Process/ Team Meetings Processes	All Staff	Health and Safety Plan Committee	Zoom/In Person	Sharepoint	August 31 st 2020	September 4 th 2020
Blended Instruction	All Staff	Health and Safety Plan Committee	Zoom/In Person	Sharepoint	August 31 st 2020	September 4 th 2020
Monitoring Student and Staff Health	All Staff	Health and Safety Plan Committee	Zoom/ In Person	Sharepoint	August 31 st 2020	September 4 th 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
Parent Survey	Family and Caregivers of current ESWCPA Students	Health and Safety Plan Committee	By email, online survey	July 13 th , 2020	July 17 th , 2020
Health and Safety Plan	Family and Caregivers of current ESWCPA Students	Health and Safety Plan Committee	By mail, posted on website	August 1 st , 2020	August 1 st , 2020
Parent Instructional Choice Document	Family and Caregivers of current ESWCPA Students	Health and Safety Plan Committee	By mail and email -signed by parents	July 31 st , 2020	August 7 th , 2020
Letter and Procedural Checklist for Return to School Safely	Family and Caregivers of current ESWCPA Students	Health and Safety Plan Committee	By mail and email	August 1 st , 2020	August 1 st , 2020

Health and Safety Plan Summary: **Easterseals Western and Central Pennsylvania**

Anticipated Launch Date: **September 8, 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>Easterseals will only use cleaning products that are EPA registered.</p> <p>Supplies will be ordered in advance to ensure the schools have adequate supplies.</p> <p>All cleaning supplies will be kept out of the reach of children.</p> <p>All staff will share the responsibility for cleaning and disinfecting all common area such as door handles, restrooms, breakroom, conference room business room and any other highly touched surfaces.</p> <p>A schedule will be kept in the business office to keep track of disinfecting areas multiple times a day.</p> <p>Staff are responsible for cleaning, disinfecting classroom surface areas as recommended by the CDC, Department of Health and Department of Education.</p> <p>Staff are responsible to disinfect any shared surface (keyboard, phone) after EVERY use.</p> <p>See EPA N List . Staff will be trained on proper use of products purchased from the EPA N list.</p> <p>Students will not be present when disinfectants are being used. Toys that cannot be cleaned/disinfected will be removed from the classroom.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned. Common shared spaces will not be used.</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. Air filters will be changed more frequently to ensure proper ventilation throughout the buildings.</p> <p>Follow standard protocols to clean surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes, as well as floors and carpets. Use CDC Guidance to Cleaning and Disinfecting for indoor areas that have not been used for 7 or more days or outdoor equipment. Cleaning after someone is diagnosed with Coronavirus</p> <ol style="list-style-type: none"> 1. Close the area for 24 hours. 2. Open outside door and windows – increase the air circulation. 3. Wait 24 hours before cleaning and disinfecting. 4. Clean and disinfect all area used by the person who is sick, office, bathroom, common areas, shared electronics. 5. Vacuum the space. 6. Once area appropriately disinfected – it can be open for work. 7. Workers without close contact with person who is sick can return to work immediately after disinfection has occurred. 8. If more than 7 days since person who is sick visited or used facility, additional cleaning and disinfection is not necessary. Routine cleaning needs to be done.

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> <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,</p>	<p>The action steps below address all aspects of a school day. The safety protocols and social distancing will be implemented to the extent feasible. Easterseals will conduct an enrollment campaign with the options for parents to choose the following instruction for their child: face-to-face (on-site) with Friday being remote learning for all or the option of remote/distance learning. This will be the established schedule for the first 9 weeks of school. Reevaluation of this schedule will be conducted at this time to determine any changes. Return to full on-site learning is our ultimate goal but with considerations with the health and safety of our students being our top priority. These decisions will be based on current COVID status and recommendations from CDC and PDE. At that time, the schedule for the next 9 weeks will be determined.</p> <ul style="list-style-type: none"> • Classrooms are set up with a maximum of 8 students, with an average of 4-6 students per room. • Staff will take student temperatures immediately after exiting transportation vehicle. • Adults will wash hands with soap and water upon entering and exiting the classroom area and must wear a mask. • Students will be assisted to wash hands with soap and water upon entering and exiting the classroom area, between mealtimes, and before and after diapering and toileting and before leaving at the end of the day. • Learning centers in the classroom will be limited to 2 students at a time, while maintaining a social distance. • Classrooms visitors will be limited to specialists as outlined in a child's IEP (i.e. vision and hearing specialist). Any visitor must wear a mask and follow all safety protocols.

Requirement(s)	Strategies, Policies and Procedures
<p>revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Furniture, classroom materials, and playground equipment will be wiped down with appropriate sanitizing methods after use. • When weather permits, students will use the outdoor play area by individual classroom at the East School Site and be sanitized after each use. The North and South School Sites will utilize daily walks, with 1:1 staff with student, and maintaining 6 feet between staff/students. • If transportation is provided for a student by their School District, we will follow the district’s transportation protocols. Students will be taken one at time off buses and staggered, to maintain social distancing when entering the school site and school classrooms. Having the two options of either in-person or remote learning, combined with the possibility of students being transported to school via personal means, will lead to fewer students being transported via school bus daily. • All School Staff will be trained in social distancing and safety protocols. Initial training will take place during our start of year inservice August 31st- September 4th, 2020. • Training will be provided, and implementation monitored by the Program Managers and Site Coordinators.

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>All Easterseals school staff will be trained at in-service to properly monitor for signs and symptoms of COVID-19 and illness. Families will report illness concerns or questions to the School Nurse at their site. Staff will report illness concerns or questions to their Manager. Temperatures will be checked daily of all students, staff, and visitors to the school site. If there is concern for illness or elevated temperature at school, the person or child will be required to return home. Prior to</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>returning from illness, the staff or student must provide a physician's excuse to the School Nurse. Families of children will make the determination based on their level of comfort, as to if or when the student will begin in person classes. All families will be notified if there is a confirmed case of COVID-19, without private information being released.</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>	<p>On July 1, 2020, the Pennsylvania Department of Health issued an order requiring face masks to be worn in any public space, including inside a school building. This order is in effect indefinitely and Easterseals will comply with this order, as well as any and all orders from the Pennsylvania Department of Health and Allegheny County Health Department.</p> <p>As per the July 1, 2020 from the Pennsylvania Department of Health, face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Face coverings may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.</p> <p>Staff will be required to wear face masks. Face shields will be available to staff to be worn in addition to face masks.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Per the PA Department of Health requiring universal face coverings, the students enrolled at Easterseals all have disabilities and/or compounding medical issues, therefore, we will encourage the use of masks when appropriate where it will not endanger the child.</p> <p>Should this order change, Easterseals will continue to require staff and students to wear face coverings while in classrooms, in large gatherings outside of the classroom, while transitioning between classrooms, and while entering or exiting the building. Any student or staff member who wishes to wear PPE in the classroom will be permitted to do so.</p>



**If you have any questions, please feel free to contact us at
412-281-7422. Thank you.**