



Phased School Reopening Health and Safety Plan

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.

Harvest Baptist Academy's School Reopening Health and Safety Plan Preamble

The HBA Reopening Health and Safety Plan, as outlined by the Commonwealth of Pennsylvania, represents our current thoughts and intended action to reopen our school on August 31.

It is our hope to operate as normal as possible at the start of the school year, which will be August 31, 2020. However, we recognize that this may or may not be possible. This plan is a starting point. We have every intention of revising it as we learn more and receive additional guidance and recommendations.

Every week the Principal and Superintendent of HBA will have a conference call with the Health and Safety Team. The information, insights and guidance from those conference calls along with the directives from the Commonwealth of Pennsylvania's Department of Health, Governor Wolf and PDE will be used to help us continue to evolve our plans with the health and safety of our students, faculty and staff in mind. We may determine that some of what we have proposed is not feasible and will need to be modified. In addition, if another school has developed and implemented a better strategy, we're open to learning and making adjustments as needed.

Type of Reopening

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? **TOTAL REOPENING**

- ☒ 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): **August 31, 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 (Local Education Agency) 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)
Charlie Rousey, Principal	Board of Directors	Pandemic Coordinator, Health and Safety Team
Trisha Goldstrom	Office Manager	Health and Safety Team
Tammy Buhr	Elementary Supervisor	Health and Safety Team
Paul Boyce	Board of Directors	Health and Safety Team
Marc Likins	Lead Pastor	Health and Safety Team

Health and Safety Plan Summary: **Harvest Baptist Academy**

Anticipated Launch Date: **August 31, 2020**

Facilities Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirements	Strategies, Policies and Procedures
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways)	<p>We will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles) within the school at least daily or between use as much as possible.</p> <p>Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.</p> <p>We have purchased electrostatic machines to be used for cleaning at the end of the school day. Classrooms will be sanitized daily.</p> <p>Water fountains will not be used.</p>

Social Distancing and Other Safety Protocols

Requirements	Strategies, Policies and Procedures
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>Space seating/desks at least 6 feet apart when not wearing a mask. Student barriers may be used when feasible and when not wearing a mask.</p> <p>We will turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.</p> <p>We will create distance between children (e.g., seat children one child per row, skip rows) when possible.</p>

Requirements	Strategies, Policies and Procedures
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>We will continue to operate our lunch program. We will serve individually plated meals in a space where the students are 6 feet apart, while ensuring the safety of children with food allergies.</p> <p>We will use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, we ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.</p> <p>If food is offered at any event, we will have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. We will avoid sharing food and utensils and ensure the safety of children with food allergies.</p>
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>We will post signage in highly-visible locations that promote everyday protective measures and include information for how to prevent the spread of germs.</p>
Identifying and restricting non-essential visitors and volunteers	<p>We will limit any non-essential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area.</p>
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>We are pursuing options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities.</p> <p>Usage of a school-colored gaiter, for indoor sports, may be utilized.</p>

Requirements	Strategies, Policies and Procedures
Limiting the sharing of materials among students	<p>We will discourage sharing of items that are difficult to clean or disinfect. Please keep each child's belongings separated from other children's belongings and in individually-labeled containers, cubbies, or areas.</p> <p>We will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning all students their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.</p> <p>We will avoid sharing electronic devices, toys, books, and other games or learning aids.</p>
Staggering the use of communal spaces and hallways	<p>Elementary: There will be scheduled movement of classes in the hallways and use of the restrooms. When possible, one-way traffic patterns will be used. If special area rooms are used, time will be afforded between change of classes for sanitization of the area. Marks will be put on the floor to increase awareness of spacing of students.</p> <p>Secondary: We will utilize an adjusted bell schedule by grade level. Traffic will travel one-way in the hallways, with single-file movement. Students will wipe their desks/equipment prior to leaving the space. Students will eat in the cafeteria if possible to be 6 feet apart. The arrival and dismissal procedure schedule will allow for social distancing. Restroom schedules will be followed, with limited locker room usage.</p>
Adjusting transportation schedules and practices to create social distance between students	<p>Car Line Pickup: Parent pick up procedures will remain unchanged.</p> <p>Students arriving to and dismissing from school will be staggered into the building to allow a 6 foot spacing distance. Students will be required to wear masks during arrival and dismissal in the car line and bus line.</p>

Requirements	Strategies, Policies and Procedures
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Elementary: Students will have limited travel to classes throughout the day. Staff will travel to specific classrooms for instructional purposes instead of having students come to them when feasible and will wash hands in between each class. Small group pull out from different classes will occur only when absolutely necessary. Special area instruction will take place in classrooms or in the special area room, depending on the activity. If students move to the teacher (instead of the teacher moving to the students), student desks will be cleaned between classes.</p> <p>Secondary: Student desks should be cleaned between classes. Students will be assigned one classroom and teachers will rotate. This will limit one class from interacting with another.</p>

Monitoring Student and Staff Health

Requirements	Strategies, Policies and Procedures
Monitoring students and staff for symptoms and history of exposure	<p>Staff/Students: Stay home when appropriate.</p> <p>Temperatures of students may be taken daily (in the classroom or by infrared camera).</p> <p>We encourage staff and students who are sick or who have recently had “close contact” with a person with COVID-19 to self quarantine per CDC guidelines.</p> <p>If an immediate family member that you live with tests positive, you are required to self quarantine for UP TO 14 days, per CDC guidelines. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</p> <p>Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.</p> <p>Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health. This year we will not have perfect attendance awards, because we are asking you to prioritize health and safety more than perfect attendance.</p>

<p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Employees who have tested positive for COVID-19 are strongly encouraged to self-report their diagnosis to their building administrator. (school administrator)</p> <p>They will be excused from work and not be able to return to work until cleared by their doctor. Therefore, a doctor's release will be required prior to their return to work. Any close contact of that employee, as determined by the Pandemic Team, will be excused from work and asked to self-quarantine.</p> <p>If a student tests positive for COVID-19, we will do the following:</p> <ul style="list-style-type: none"> • If isolated to one grade, as determined by the Pandemic Team, that grade will cease in-person schooling for UP TO 14 days and transition to remote learning. This transition will occur with the next scheduled school day. Extension of a remote learning period may be determined at the discretion of the Pandemic Team. • If not isolated to one grade, as determined by the Pandemic Team, those grades will cease in-person schooling for UP TO 14 days and transition to remote learning. This transition will occur with the next scheduled school day. Extension of a remote learning period may be determined at the discretion of the Pandemic Team.
<p>Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> • If a student tests positive for COVID-19, the child will be required to spend UP TO 10 days at home <u>after</u> the cessation of symptoms and would need to provide a doctor's note upon returning to school. • If an employee tests positive for COVID-19, a doctor's release must be obtained before returning to work.
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>We created a section of our website that is dedicated to COVID-19 related information, including all communication, assignments, resources and more. https://www.harvestbaptistacademy.com/safety</p> <p>We will continue to keep this website up-to-date with information for our families. We will notify staff and families (via Sycamore email and text alerts) of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).</p>

Hot Spot Travel Policy	<p>International Travel</p> <p>HBA will be following all Federal immigration and travel guidelines.</p> <p>https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html</p> <p>Domestic Travel</p> <p>HBA will follow all PA state requirements for travelers entering or returning to the state and associated quarantine requirements.</p> <p>https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx</p>
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Other Considerations for Students and Staff

Requirements	Strategies, Policies and Procedures
Protecting students and staff at higher risk for severe illness	<p>A variety of leave options are available to employees including: FFCRA, FMLA, paid illness leave, sabbatical leave, and optional leaves of absences. Employees are encouraged to discuss their leave options with the School Administrator.</p> <p>Employees will receive education on steps to take to minimize risk.</p> <p>Signage will be displayed at all building entrances asking visitors to complete a self-health check prior to entering school buildings.</p> <p>For students, accommodations may be provided on a case-by-case basis as mutually agreed upon by the student/family and Pandemic Team.</p>

Requirements	Strategies, Policies and Procedures
Use of face coverings (masks or face shields) by all staff	<p>Faculty and staff must wear face masks, face coverings, or utilize a plastic barrier when they are working in close proximity to others (less than 6 feet away).</p> <p>Faculty and staff are not required to wear face masks/face coverings/plastic barrier when they are not working in close proximity to others (more than 6 feet away).</p> <p>Faculty and staff who are exhibiting any COVID-19 symptom <u>are required</u> to wear a face mask/face covering until they can return home.</p> <p>Faculty and staff <u>are required</u> to wear face masks/face coverings when they are working with students who have any COVID-19 symptom.</p> <p>Faculty and staff are required to wear face masks/face coverings when they are cleaning any interior area.</p>
Use of face coverings (masks or face shields) by students (as appropriate)	<p>Face masks are encouraged but not required to be worn in the Green Phase.</p> <p>Any students who are exhibiting any COVID-19 symptom <u>are required</u> to wear a face mask or face covering until they can return home.</p>
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>HBA will determine an isolation space for anyone displaying symptoms of COVID-19.</p> <p>School teams will work with parents and other members of our Health and Safety Team to determine if alternate programming needs to be created.</p>
Strategic deployment of staff	<p>HBA will be redefining roles and responsibilities to meet the needs defined in this plan</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Harvest Baptist Academy** reviewed and approved the Phased School Reopening Health and Safety Plan on **(August __, 2020)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(August __, 2020)**

By:

(Signature of Board President)

(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.