



# **Stratford Friends School Phased School Reopening Health and Safety Plan**

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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: Stratford Friends School

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can 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?**

Stratford Friends classrooms are large and can easily accommodate 6 feet of distance between students and teachers. Our typical class size is 6-8 students and one teacher. We will arrange desks and mark the carpet with tape to ensure students, teachers and cleaning staff are aware of the appropriate set up. After careful consideration of the guidance from the CDC for reopening schools, we have created our plan to address social distancing and hygiene recommendations, flexibly meet the needs of all families by allowing movement from in person to distance learning as needed, and address access to instruction for all students.

#### **How did you engage stakeholders in the type of re-opening your school entity selected?**

Teachers, parents, and board members were invited to join the leadership team in the development of the reopening plan. All members were added to the Reopening task force. A shared folder was created and documents, including guidance from the CDC, Dept of Education were added. Members were encouraged to read the documentation. A small group, listed below, was asked to join the Pandemic Response Team to work closely together on early drafts and revisions. In mid-June, the Head of School used the CDC, Dept of Education and CHOP guidance to write a first draft of the reopening plan using the Dept of Education's template and shared it with the Pandemic Response Team. The PRT reviewed the document and met via video conferencing to provide input, raise concerns, and work collaboratively to create the second draft. This draft was shared with the entire staff, board and families and feedback was requested before drafting the final document.

#### **How will you communicate your plan to your local community?**

The reopening plan will be emailed to all families, board members and staff. We will hold informational meetings via video conferencing for families on August 6<sup>th</sup> and the information will be published on our school website. An addendum to our family handbook will be shared with all families that explain all of the policies and procedures. We will hold video Conference meetings to get feedback and address questions and concerns for families.

**Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**

We will follow all state and federal directives regarding school closure, classes will run online concurrently to allow for a quick transition to distance learning when needed.

**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).

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

**August 25, 2020- Faculty and Staff**

**Sept 8, 2020 – Students**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator." For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan.
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Jill Dougherty	Head of School	<b>Plan Development and Response Team</b>
Corinne News	Associate Head of School	<b>Plan Development and Response Team</b>
Shauna Brown	School Nurse	<b>Plan Development and Response Team</b>
Dave Beese	Facilities Manager	<b>Plan Development and Response Team</b>
Yvonne Wagner	Director of Finance and Operations	<b>Plan Development and Response Team</b>
Alan Halfenger	Board Member / Parent	<b>Plan Development</b>
Matt Cahill	Teacher	<b>Plan Development</b>
Bill Belanger	Board Member	<b>Plan Development</b>
Alice Goldberg - Ryan	Parent	<b>Plan Development</b>

## Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

# Cleaning, Sanitizing, Disinfecting, and Ventilation

## *Key Questions*

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

Through our partnership with Aramark, we will clean all high touch surfaces each evening using Virex, a CDC approved disinfectant. All cleaning staff have been trained and will continue to receive oversight and ongoing training in disinfecting and cleaning protocols. Through our agreement with Aramark, we will be supplied with the cleaning and disinfecting supplies necessary for the year. Additionally, we have purchased sanitizer dispensers and refills, face shields, face masks, and a fogging disinfection machine to disinfect large areas quickly. Cleaning will occur each night with special attention for all high touch surfaces. Students and teachers will use hand sanitizer when entering rooms, and wash hands before and after eating, when using the bathroom and periodically throughout the day. Teachers are supplied with disinfectant wipes and will wipe down all surfaces before changing classrooms. All classrooms have large windows that will be kept open as often as possible, Classes will be encouraged to take frequent outside breaks for fresh air. In grades K-6 each classroom is equipped with a bathroom. Teachers will be asked to use disinfectant spray multiple times daily in the bathroom and at the sink for handwashing.

We have also purchased room fogging disinfection machine to use for deep cleaning. Air filters will be changed to MERV 13 or above rated filters and changed according to the manufacturer's specifications. Aramark cleaning employees will undergo training that has been established by corporate leaders. All SFS teachers and staff will undergo training on August 25th by our school nurse and facilities manager.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> <li>• On-going throughout the day - Faculty and staff bathrooms and middle school multi classroom bathrooms will be disinfected every two hours. Teachers instruct students to use disinfectant wipes on desks before and after lunch and if changing classrooms. Students will wipe down their personal computer keyboards each morning at the start of class.</li> <li>• Daily - Whole school disinfection with Virex on all high touch surfaces.</li> <li>• Monthly - Disinfection fogger used in all classrooms.</li> <li>• Air filters upgraded to meet MERV 13 – 18 recommendation and changed per manufactures suggested schedule</li> <li>• Drinking fountains will be disabled, students are asked to bring bottled water to school each day</li> </ul>	<p>Same as Yellow</p>	<ul style="list-style-type: none"> <li>• Dave Beese (Facilities Manager)</li> </ul>	<ul style="list-style-type: none"> <li>• Disinfection spray and wipes.</li> <li>• Virex disinfection solution</li> </ul>	<p>Y</p>

## Social Distancing and Other Safety Protocols

### *Key Questions*

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Stratford Friends classrooms are large and can easily accommodate 6 feet of distance between students and teachers. Our typical class size is 6 students and one teacher. We will arrange desks and mark the carpet with tape to ensure students, teachers and cleaning staff are aware of the appropriate set up. The following steps will be taken to ensure social distancing and personal hygiene are maintained to the best of our ability**

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>All classrooms are large enough to accommodate 6 feet of space between teachers and students in the classroom. Tape will be used to mark the location of desks to ensure proper social distancing is maintained. Clear protective barriers will be used for small group instruction, 1 teacher 3 students allowing them to receive multisensory instruction without face coverings.</p>	<p>Same as yellow</p>	<ul style="list-style-type: none"> <li>Jill Dougherty (Head of School)</li> </ul>	<ul style="list-style-type: none"> <li>Tape to mark floors</li> <li>Clear 4-way plexiglass instructional barriers</li> <li>Faculty, Staff, and students to provide cloth face coverings.</li> <li>School supplied face shields for faculty</li> </ul>	<p>Yes</p>
<p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Lunch will take place in the classroom; students will pack lunch. Limited individually wrapped lunch options from local restaurants will be available for sale at the start of the year. Students and staff will be required to wash their hands and wipe down their desks before and after eating.</p>	<p>Same as yellow</p>	<ul style="list-style-type: none"> <li>Jill Dougherty (Head of School)</li> </ul>	<ul style="list-style-type: none"> <li>Disinfectant wipes</li> <li>Classroom mounted soap and paper towels</li> </ul>	<p>No</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)
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> <li>• Bathrooms are in each classroom K-6 with sinks and towel stations.</li> <li>• Teachers will limit the use of multi-use restrooms to one child at a time.</li> <li>• Signage has been posted to remind all proper handwashing</li> <li>• Hand sanitizer dispensers are at the entrance of each classroom, students and teachers will be required to use sanitizer as they enter the classroom</li> </ul>	Same as yellow	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom sinks</li> <li>• Hand sanitizing stations</li> </ul>	Yes
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs for handwashing and hand sanitizers are posted at all sinks and sanitizing stations. Each classroom has information about stopping the spread of germs.	Same as yellow	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> </ul>	Laminated signage for <ul style="list-style-type: none"> <li>• handwashing</li> <li>• hand sanitizer</li> <li>• information about stopping the spread of germs</li> </ul>	No

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)
Identifying and restricting non-essential visitors and volunteers	Non-essential visitors and volunteers will not be permitted in the building. Essential visitors will need to check in with the school nurse and undergo the same screening process as staff.	Same as yellow	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• No touch thermometers</li> <li>• Wellness survey</li> </ul>	Yes
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Sporting activities and recess will focus on individual skill building and training. Recreational time will be outdoors as possible. Both indoor and outdoor activities will use social distance as a main strategy for mitigating risk for spread of the virus. No competitive sports.	Same as yellow	<ul style="list-style-type: none"> <li>• Jill Dougherty (Head of School)</li> <li>• Corinne News (Associate Head of School)</li> <li>• Mickey Rowe (Physical Education Teacher)</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> </ul>	Yes
Limiting the sharing of materials among students	<ul style="list-style-type: none"> <li>• Students will be assigned their own materials that will be labeled with their name. Students have a Chromebook assigned to them.</li> <li>• Any shared materials will be collected after 1 use and sanitized.</li> </ul>	Same as yellow	<ul style="list-style-type: none"> <li>• Corinne News (Associate Head of School)</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom supplies for each child. markers for</li> </ul>	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>Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> <li>• Students will use the exterior classroom door whenever possible. Students will be accompanied by teachers when in the hallway. They will walk in single file and stay to the right side of the hallway.</li> <li>• To manage distancing in the main stairwell all persons will use the East stairwell to go up and the West stairwell to go down.</li> <li>• Masks will be worn when transitioning in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be accompanied by teachers when in the hallway. They will walk in single file and stay to the right side of the hallway.</li> <li>• Masks will be worn when transitioning in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>• Corinne News (Associate Head of School)</li> <li>• Classroom Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> </ul>	<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)
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> <li>• Transportation is done by sending districts. We will have multiple doors open for arriving students and the window for arriving will be from 7:45 to 8:20</li> <li>• Field Trips involving transportation will be prohibited during this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation is done by sending districts. We will have multiple doors open for arriving students and the window for arriving will be from 7:45 to 8:20. Outdoor field trips will be extremely limited during time. Students will be seated in every other seat and face coverings will be worn.</li> </ul>	<ul style="list-style-type: none"> <li>• Corinne News (Associate Head of School)</li> <li>• Classroom Teachers</li> </ul>	Signage	Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> <li>• Art, Music and Social Skill classes will be conducted in the student's classroom or outdoors.</li> </ul>	Same as yellow	<ul style="list-style-type: none"> <li>• Corinne News (Associate Head of School)</li> <li>• Specialist Area Teachers</li> </ul>	No	No

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> <li>• Aftercare available for SFS students only. Same social distancing, mask, hygiene, and sanitizing protocols in place.</li> </ul>	Same as yellow	<ul style="list-style-type: none"> <li>• Corinne News (Associate Head of School)</li> <li>• After Care Teacher</li> </ul>	No	No

## Monitoring Student and Staff Health

### *Key Questions*

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirm to have COVID-19 needed to meet to safely return to school? How will you accommodate staff who are unable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

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	Individual temperature checks and wellness surveys will be used for all members of the community each day. Individuals who have an elevated temperature, report symptoms, or report a close contact with a person who has tested positive for Covid-19 will be excluded from school until it is appropriate for them to return based on the CDC recommended policy.	Same as yellow	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>• No touch thermometers</li> <li>• Check in surveys</li> <li>• School sick policy</li> </ul>	Yes
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Individuals who become sick or demonstrate a history of exposure will participate in distance learning from their home until they have completed the recommended period of isolation and have tested negative for Covid-19.	Same as yellow	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>• Designated quarantine room</li> <li>• School sick policy</li> </ul>	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)
Returning isolated or quarantined staff, students, or visitors to school	Individuals may return after the recommended isolation period is complete and they have tested negative for Covid-19	Same as yellow	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>• School sick policy</li> </ul>	Yes
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Any school closures or changes in policy will be sent to staff and families via the Blackbaud OnCampus system. Notification will also appear on the school website in within the Phased School Reopening Health and Safety Plan	Same as yellow	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>• Updated communication</li> </ul>	No

## Other Considerations for Students and Staff

### *Key Questions*

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

We strongly believe that having clear and well communicated policies around student and staff wellness are key to mitigating the risk of virus spread in our school. We have established clear policies for daily symptom screening including temperature checks upon arrival and a symptom survey. Any member of the community who has an elevated temperature of 100.4 or higher or who has a positive response to the symptom screening will be sent home. Students who need to wait for transportation will be isolated away from other community members and supervised by the nurse until their parent is able to pick them up from school. We have adjusted our sick policy allowing for teachers to use technology to teach remotely without using PTO time to encourage those who may be ill to isolate. Policies and procedures will be published on our website and as an addendum to our family and employee handbooks.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> <li>Families will have the option to attend classes virtually if their student or a household member is at higher risk of infection. Distance learning may be long or short term.</li> </ul>	Same as yellow	<ul style="list-style-type: none"> <li>Jill Dougherty (Head of School)</li> </ul>	<ul style="list-style-type: none"> <li>Student Chromebooks</li> <li>Teacher video conferencing accounts</li> <li>Teacher Nearpod accounts</li> <li>Document Cameras</li> <li>Teacher laptops</li> </ul>	Yes
Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> <li>Faculty and staff will wear face coverings when indoors during the school day unless medically unable to do so. This may include masks, face shields, or plexiglass dividers. Faculty and staff will not be required to wear masks outside as long as social distancing is available. Faculty and Staff will supply their own face coverings.</li> </ul>	Same as yellow	<ul style="list-style-type: none"> <li>Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>A supply of disposable face masks</li> </ul>	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>	<ul style="list-style-type: none"> <li>We will use plexiglass dividers so that students and faculty or staff can have face to face individual or small group discussions to allow for nonverbal communication for instruction or social emotional support.</li> </ul>	<p>Same as yellow</p>	<ul style="list-style-type: none"> <li>Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>Plexiglass dividers</li> </ul>	<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
Cleaning, Sanitizing, disinfecting and ventilation	Facilities Staff	<ul style="list-style-type: none"> <li>Dave Beese (Facilities manager)</li> </ul>	<ul style="list-style-type: none"> <li>Weekly safety meetings</li> </ul>		6/1/2020	<ul style="list-style-type: none"> <li>ongoing reinforcement additional training if policy changes</li> </ul>
Cleaning, Sanitizing, disinfecting and ventilation	Faculty and staff	<ul style="list-style-type: none"> <li>Shauna Brown (School Nurse)</li> </ul>	<ul style="list-style-type: none"> <li>Inservice training /weekly email reminders / safe school summer training</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning supplies signage</li> <li>Safe Schools training portal</li> </ul>	8/25/2020	<ul style="list-style-type: none"> <li>ongoing reinforcement additional training if policy changes</li> </ul>
Cleaning, Sanitizing, disinfecting and ventilation	Students and families	<ul style="list-style-type: none"> <li>Shauna Brown (School Nurse)</li> <li>Classroom teachers</li> </ul>	<ul style="list-style-type: none"> <li>First days of school team meetings / weekly team meeting reminders</li> <li>Informational letters home</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning supplies</li> </ul>	9/8/2020	<ul style="list-style-type: none"> <li>ongoing reinforcement additional training if policy changes</li> </ul>
Social Distancing and other safety protocols	Facilities Staff	<ul style="list-style-type: none"> <li>Dave Beese (Facilities Manager)</li> </ul>	<ul style="list-style-type: none"> <li>weekly safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Floor tape</li> <li>Signage</li> </ul>	8/2020	<ul style="list-style-type: none"> <li>ongoing reinforcement additional training if policy changes</li> </ul>

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Social Distancing and other safety protocols	Faculty and staff	<ul style="list-style-type: none"> <li>• Jill Dougherty (Head of School)</li> <li>• Corinne News (Associate Head of School)</li> </ul>	<ul style="list-style-type: none"> <li>• Inservice training /weekly email reminders / safe school summer training</li> </ul>	<ul style="list-style-type: none"> <li>• safe schools training portal</li> <li>• signage</li> </ul>	8/25/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>
Social Distancing and other safety protocols	Students and families	<ul style="list-style-type: none"> <li>• Corinne News Associate Head of School</li> <li>• Classroom Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• First days of school team meetings / weekly team meeting reminders</li> <li>• Informational letters home</li> </ul>	<ul style="list-style-type: none"> <li>• signage</li> </ul>	9/8/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>
Monitoring student and staff health	Facilities Staff	<ul style="list-style-type: none"> <li>• Dave Beese (Facilities Manager)</li> </ul>	<ul style="list-style-type: none"> <li>• weekly safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Thermometers</li> <li>• wellness surveys</li> </ul>	6/1/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Monitoring student and staff health	Faculty and staff	<ul style="list-style-type: none"> <li>• Shauna Brown (School Nurse)</li> <li>• Jill Dougherty (Head of School)</li> <li>• Corinne News (Associate Head of School)</li> </ul>	<ul style="list-style-type: none"> <li>• Inservice training /weekly email reminders / safe school summer training</li> </ul>	<ul style="list-style-type: none"> <li>• Thermometers</li> <li>• wellness surveys</li> </ul>	8/25/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>
Monitoring student and staff health	Students and families	<ul style="list-style-type: none"> <li>• Corinne News (Associate Head of School)</li> <li>• Classroom Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• First days of school team meetings / weekly team meeting reminders</li> <li>• Informational letters home</li> </ul>	<ul style="list-style-type: none"> <li>• Thermometers</li> <li>• wellness surveys</li> </ul>	9/8/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>
Other considerations for students and staff	Facilities Staff	<ul style="list-style-type: none"> <li>• Dave Beese (Facilities Manager)</li> </ul>	<ul style="list-style-type: none"> <li>• weekly safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>• plexiglass dividers</li> <li>• cleaning supplies</li> </ul>	6/1/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Other considerations for students and staff	Faculty and staff	<ul style="list-style-type: none"> <li>• Jill Dougherty (Head of School)</li> <li>• Corinne News (Associate Head of School)</li> </ul>	<ul style="list-style-type: none"> <li>• Inservice training /weekly email reminders / safe school summer training</li> </ul>	<ul style="list-style-type: none"> <li>• plexiglass dividers</li> <li>• cleaning supplies</li> </ul>	8/25/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>
Other considerations for students and staff	Students and families	<ul style="list-style-type: none"> <li>• Corinne News (Associate Head of School)</li> <li>• Classroom Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• First days of school team meetings / weekly team meeting reminders</li> <li>• Informational letters home</li> </ul>	<ul style="list-style-type: none"> <li>• plexiglass dividers</li> <li>• cleaning supplies</li> </ul>	9/8/2020	<ul style="list-style-type: none"> <li>• ongoing reinforcement additional training if policy changes</li> </ul>

## 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
Faculty and staff health policies	Faculty and staff	Jill Dougherty (Head of School)	Addendum to employee handbook	8/25/2020	6/2021
Student health policies	Families	Jill Dougherty (Head of School)	Addendum to Family handbook	8/25/2020	6/2021
Notification of short- or long-term school closures	whole community	Jill Dougherty (Head of School)	Letter sent via blackboard connect with email and phone alerts		
Bimonthly updates and reminders	whole community	Jill Dougherty (Head of School)	Email	8/25/2020	6/2021
Cleaning, wellness policy reminders, school impact information, changes to CDC or Dept of Health guidelines	whole community	Shauna Brown (School Nurse)	Email	8/25/2020	6/2021

## Health and Safety Plan Summary: Stratford Friends School

*Anticipated Launch Date: 8/18/2020*

At Stratford Friends school our priority is to mitigate risks of the spread of Covid-19 in our school for the health and safety of faculty, staff, students, and families. Our classrooms are large and can easily accommodate 6 feet of distance between students and teachers. Our typical class size is 6-8 students and one teacher. We will arrange desks and mark the carpet with tape to ensure students, teachers and cleaning staff are aware of the proper set up.

A Reopening Task Force, consisting of teachers, parents, and board members, were invited to join the leadership team in the development of the reopening plan. A shared folder was created and documents, including guidance from the CDC, Dept of Education were added. Members were encouraged to read the documentation. A smaller group was asked to join the Pandemic Response Team to work closely together on early drafts and revisions. In mid-June, the Head of School used the CDC, Dept of Education and CHOP guidance to write a first draft of the reopening plan using the Dept of Education's template and shared it with the Pandemic Response Team. The PRT reviewed the document and met via video conferencing to supply input, raise concerns, and work collaboratively to create the second draft. This draft was shared with the entire staff, board and families and feedback was requested before drafting the final document.

An addendum to our family handbook will be shared with all families that explain all the policies and procedures. In August we will hold zoom meetings to get feedback and address questions and concerns for families.

We will follow all state and federal directives regarding school closure, classes will run online concurrently to allow for a quick transition to distance learning when needed.

Through our partnership with Aramark, we will clean all high touch surfaces each evening using Virex, a CDC approved disinfectant. All cleaning staff have been trained and will continue to receive oversight and ongoing training in disinfecting and cleaning protocols. Through our agreement with Aramark, we will be supplied with the cleaning and disinfecting supplies necessary for the year. Additionally, we have purchased sanitizer dispensers and refills, face shields, face masks, and a fogging disinfection machine to disinfect large areas quickly. Cleaning will occur each night with special attention for all high touch surfaces. Students and teachers will use hand sanitizer when entering rooms, and wash hands before and after eating, when using the bathroom and periodically throughout the day. Teachers are supplied with disinfectant wipes and will wipe down all surfaces before changing classrooms. All classrooms have large windows that will be kept open as often as possible, Classes will be encouraged to take frequent outside breaks for fresh air. In grades K-6 each classroom is equipped with a bathroom. Teachers will be asked to use disinfectant spray multiple times daily in the bathroom and at the sink for handwashing.

We have also purchased room fogging disinfection machine to use for deep cleaning. Air filters will be changed to MERV 13 or above rated filters and changed according to the manufacturer's specifications. Aramark cleaning employees will undergo training that has been established by corporate leaders. All SFS teachers and staff will undergo training on August 25th by our school nurse and facilities manager.

We strongly believe that having clear and well communicated policies around student and staff wellness are key to mitigating the risk of virus spread in our school. We have established clear policies for daily symptom screening including temperature checks upon arrival and a symptom survey. Any member of the community who has an elevated temperature of 100.4 or higher or who has a positive response to the symptom screening will be sent home. Students who need to wait for transportation will be isolated away from other community members and supervised by the nurse until their parent is able to pick them up from school. We have adjusted our sick policy allowing for teachers to use technology to teach remotely without using PTO time to encourage those who may be ill to isolate. Policies and procedures will be published on our website and as an addendum to our family and employee handbooks.

Our policy for face coverings and social distancing aligns directly with the CHOP policy analysis of the CDC guidelines for schools. Teachers and students will be required to use a face covering, this may be in the form of a face mask, face shield or a plexiglass protective tabletop shield. Teachers and students will be able to remove their face masks during lunch, when they are outside and able to use social distancing and during designated mask breaks.

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</li> </ul>	<ul style="list-style-type: none"> <li>On-going throughout the day - Faculty and staff bathrooms and middle school multi classroom bathrooms will be disinfected every two hours. Teachers instruct students to use disinfectant wipes on desks before and after lunch and if changing classrooms. Students will wipe down their personal computer keyboards each morning at the start of class.</li> <li>Daily - Whole school disinfection with Virex on all high touch surfaces.</li> <li>Monthly - Disinfection fogger used in all classrooms. Air filters upgraded to meet MERV 13 – 18 recommendation and changed per manufactures suggested schedule Drinking fountains will be disabled, students are asked to bring</li> </ul>

## Social Distancing and Other Safety Protocols

Requirement(s)	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	All classrooms are large enough to accommodate 6 feet of space between teachers and students in the classroom. Tape will be used to mark the location of desks to ensure proper social distancing is maintained.
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Lunch will take place in the classroom; students will pack lunch. Limited individually wrapped lunch options from local restaurants will be available for sale at the start of the year. Students and staff will be required to wash their hands and wipe down their desks before and after eating.
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Bathrooms are in each classroom K-6 with sinks and towel stations. Teachers in grades 7-9 will limit the use of Multi use restrooms to one child at a time. Signage has been posted to remind all proper handwashing. Hand sanitizer dispensers are at the entrance of each classroom, students and teachers will be required to use sanitizer as they enter the classroom.
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>Signs for handwashing and hand sanitizers are posted at all sinks and sanitizing stations. Each classroom has information about stopping the spread of germs.</p> <p>Non-essential visitors and volunteers will not be permitted in the building. Essential visitors will need to check in with the school nurse and undergo the same screening process as staff.</p>

Requirement(s)	Strategies, Policies and Procedures
Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes	Sporting activities and recess will focus on individual skill building and training. Recreational time will be outdoors as possible. Both indoor and outdoor activities will use social distance as a main strategy for mitigating risk for spread of the virus. No competitive sports.
Limiting the sharing of materials among students	Students will be assigned their own materials that will be labeled with their name. Students have a Chromebook assigned to them. Any shared materials will be collected after 1 use and sanitized.
Staggering the use of communal spaces and hallways	Students will use the exterior classroom door whenever possible. Students will be accompanied by teachers when in the hallway. They will walk in single file and stay to the right side of the hallway. To manage distancing in the main stairwell all persons will use the East stairwell to go up and the West stairwell to go down. Masks will be worn when transitioning in the hallway.
Adjusting transportation schedules and practices to create social distance between students	Transportation is done by sending districts. We will have multiple doors open for arriving students and the window for arriving will be from 7:45 to 8:20 Field Trips involving transportation will be prohibited during this time.
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Art, Music and Social Skill classes will be conducted in the student's classroom or outdoors.
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Aftercare available for SFS students only. Same social distancing, mask, hygiene, and sanitizing protocols in place.

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
Monitoring students and staff for symptoms and history of exposure	Individual temperature checks and wellness surveys will be used for all members of the community each day. Individuals who have an elevated temperature, report symptoms, or report a close contact with a person who has tested positive for Covid-19 will be excluded from school until it is appropriate for them to return based on the CDC recommended policy.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Individuals who become sick or demonstrate a history of exposure will participate in distance learning from their home until they have completed the recommended period of isolation and have tested negative for Covid-19.
Returning isolated or quarantined staff, students, or visitors to school	Individuals may return after the recommended isolation period is complete and they have tested negative for Covid-19
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Any school closures or changes in policy will be sent to staff and families via the Blackbaud OnCampus system. Notification will also appear on the school website in within the Phased School Reopening Health and Safety Plan

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
Protecting students and staff at higher risk for severe illness	Families will have the option to attend classes virtually if their student or a household member is at higher risk of infection. Distance learning may be long or short term.
Use of face coverings (masks or face shields) by all staff	Faculty and staff will wear face coverings when indoors during the school day unless medically unable to do so. This may include masks, face shields, or plexiglass dividers. Faculty and staff will not be required to wear masks outside as long as social distancing is available. Faculty and Staff will supply their own face coverings.
Use of face coverings (masks or face shields) by older students (as appropriate)	Students will wear face coverings when indoors except for lunch and designated “mask breaks” unless they are medically unable to do so. Students will supply their own face coverings.
Unique safety protocols for students with complex needs or other vulnerable individuals	We will use plexiglass dividers so that students and faculty or staff can have face to face individual or small group discussions to allow for nonverbal communication for instruction or social emotional support.

