



SCRANTON PREPARATORY SCHOOL
RETURN TO SCHOOL PLAN
2020 - 2021



Kristin Cupillari

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Development of Plan

Scranton Preparatory School (Prep) is 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 decisions and plans are and will be informed by:

- [Governor Wolf's Process to Reopen Pennsylvania](#),
- The PDE's [Public Health Guidance for School Communities](#), Phased Reopening of Pre-K to 12 Schools During COVID-19
- PDE's [Instructional Models During the COVID-19 Pandemic](#), Recommendations for Pre-K to 12 Schools
- PA DOH's [COVID-19 Early Warning Monitoring System Dashboard](#)
- PDE's [Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#)
- PDE's [COVID-19 Symptomatic K-12 Student or Staff Process Flow](#)
- CDC's [Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)
- CDC's [Cleaning, Disinfection, and Hand Hygiene in Schools](#)

Prep will regularly reevaluate its plan based on recommendations and mandates of the Governor's Office, the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the CDC.

Updates to the plan will be reposted to the school's website and communicated to school constituent groups (families, students, staff).

Scranton Preparatory School's COVID Response and Planning Team

Over the course of the summer, Scranton Prep worked with many different constituent groups to formulate its return to school plan. Each group played a role in one or more of the below. In addition, input from the Scranton Mayor's Recovery Task Force - Medical Experts & Education Leaders, the Jesuit United Northeast Principals' Cohort, and the Jesuit Schools Network National Cohorts for constituent groups (Principals, Facility Directors, Athletic Directors, and Counselors), and summer Faculty Sharing Sessions, were all contributing resources for Scranton Prep's plan.

- **A) Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **B) 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
- **C) Academic Planning Recommendation Team:** Individual will play a role in making plans for curriculum, instruction, and classroom safety.

Individual(s)	Stakeholder Group Represented	Roles and Responsibilities
Reverend Ryan Maher, SJ Kristin Cupillari Christian Davis Alycia Schwartz	Executive Leadership Team: School President Principal Vice President Chief Financial Officer, Director of Facilities	ABC
Sheila Zeleniak, R.N. Mark Prushinski Corey Henfling Scott Gower Gregg Wright Ann Marie Marx, L.P.N.	Health and Safety Team (HST) School Nurse/Coordinator of Health and Safety Team Coordinator of School Safety and Student Life Dean of Students Athletic Director Plant Administrator Main Office Staff	AB
Jim McGovern Lisa Thurston Christine Greco Danny Marx Matt Bernard	Academic Deans Academic Council (Dept. Chairs)	AC

Elizabeth Rozelle Carolyne Stringfellow Gloria Marotti Erin Walsh Dan Goffredo Katy Casey		
Katie Mihailoff Aaron Holzman Bob Beviglia Christine Greco Elizabeth Rozelle Kathy Ciccotti	Principal's Advisory Committee (Faculty)	AC

Type of Reopening

Scranton Prep plans on using a ***Blended Learning Model in both the Low and Moderate designations***. Prep will also offer its families a fully virtual option.

Since Prep students come from multiple counties (Lackawanna, Luzerne, Monroe, Wayne, Wyoming, Pike, and Susquehanna), Prep will pay close attention to the overall statistics for its full student population in determining the best model at any given time.

Prep is aware that 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) which would influence or dictate a change in plan.

Due to Prep's success with a fully virtual learning platform in the Spring of 2020, the school is confident that a quick transition from its blended model to its plan for full participation in the school's Virtual Campus. Communications will be handled via email, Prep App, and robocalls.

Type of Blended Learning Model

Prep is unique in that it only houses four grade levels and has large spaces to accommodate students while maintaining social distance.

Prep's blended learning model allows all students to meet for in-person class for half of every day; for the other half of the day, students will complete classwork virtually, either synchronously or asynchronously, as per each teacher's plan of the day. Every student will have the option to use a unique seat specific to that student in one of four Independent Learning Spaces (ILS) within the building. If a parent or guardian prefers, students may work from home during this part of the day.

From the student perspective:

Students will alternate between meeting in-person with their teachers and working online, one framework in the morning and the other in the afternoon. Every student will be scheduled to meet in-person with each of his or her teachers every other class meeting.

From the teacher's perspective, each teacher will meet with half of his or her roster in-person every other class meeting, alternating groups each day.

In addition, webcams will be utilized in every classroom and teachers will stream all of their classes via Zoom. Students who are taking advantage of Prep's Virtual Campus will meet "in-person" via this method. Teachers also have the option to require the group who is not in-person to log into Zoom for synchronous streaming from home or from their ILS seat.

To reduce screen time, to allow for a more seamless transition in the event that Prep needs to go to a fully remote platform, and to reduce student and staff travel and transition within the building, Prep will use a schedule of four longer periods per day: periods 1 – 4 one day, periods 5-8, the next. Please note, this is not a move to a block schedule, as students will continue to meet with all of their teachers for the full school year. This model allows students to work in-person with his or her instructors for two periods per day, either the morning or the afternoon classes.

All students will have a break between the morning and afternoon sessions for lunch, office hours, and to allow for a methodical, slow, staggered transition from classrooms to independent learning spaces and/or home travel and vice versa.

Cleaning, Sanitizing, Disinfecting, and Ventilation

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

Key Questions

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

Summary of Responses to Key Questions:

- Facilities staff has a plan in place to clean and sanitize throughout the school day and after school is dismissed according to CDC requirements.
- Facilities staff has ordered from and continues to communicate with vendors to maintain more than adequate stockpile of supplies.
- Cleaning, sanitization, disinfecting, and ventilation protocols will be done throughout the school day, and in the evening after students have departed from the buildings. Athletic facilities will be cleaned between team practices.
- Cleaning throughout the day will occur in high traffic areas, restrooms, stairwells; classrooms will be cleaned between classes.
- Maintenance staff will be given instructions by team members as well as their manager. Faculty and staff will get in-service training prior to the start of the school term.
- Cleaning procedures and adherence to protocol will be monitored by the Athletic Director and Plant Administrator/Facility Manager and correction will be made if necessary.

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting during the school day</p>	<p>Hand sanitizing dispensers in every classroom and every independent learning space.</p> <p>Disinfecting wipes available in all spaces.</p> <p>Hand sanitizer and disinfecting wipes in all offices.</p> <p>Classroom surfaces will be cleaned and disinfected after every class by teachers, including but not limited to desks, keyboards, and door handles.</p> <p>Students have a unique and specific independent learning space seat and it will not be shared with any other students.</p> <p>Restrooms will be cleaned regularly by maintenance staff as per CDC requirements – including, but not limited to sinks, sink handles, toilet handles, urinal handles, door handles, sink surfaces.</p> <p>Common spaces will be cleaned regularly by maintenance staff including stairwell handrails, common space doorways (which will be propped open to avoid touching by students and staff) as per CDC Requirements and plans for cleaning will be kept by the Facility Manager and the Director of Facilities.</p> <p>Drinking fountains will not be used; Touchless filtered water fillers permitted and cleaned by maintenance regularly as per CDC Requirements.</p> <p>Locker use prohibited.</p>	<p>Same as Moderate</p>	<p>Plant Administrator/Facility Manager</p> <p>Director of Facilities</p>	<p>Hand Sanitizer Refills</p> <p>Disinfectant Wipes</p> <p>Neutral cleaner (hydrogen peroxide based, properly diluted thru the dilution station.) Disinfectant</p> <p>Glass Cleaner</p> <p>Gloves</p> <p>Microfiber rags</p>	<p>Yes</p> <p>Maint. Staff</p> <p>Faculty</p> <p>Students</p>

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting after school hours</p>	<p>Maintenance team will do a thorough cleaning and disinfecting of all spaces and surfaces each evening as per CDC Requirements</p> <p>Plans for cleaning will be kept by the Facility Manager and the Director of Facilities.</p> <p>Classrooms</p> <p>Independent Learning spaces will be disinfected nightly via backpack disinfectant sprayer</p> <p>Electrostatic sprayers will be integrated into disinfectant plan once acquired (they are on back order at the time of this writing)</p> <p>Common Areas to be cleaned and disinfected nightly as per CDC Requirements include Restrooms Hallways Stairwells Entrances and Exits</p> <p>All offices and conference spaces</p>	<p>Same as Moderate</p>	<p>Plant Administrator/Facility Manager</p> <p>Director of Facilities</p>	<p>Hand Sanitizer Refills</p> <p>Disinfectant Wipes</p> <p>Neutral cleaner (hydrogen peroxide based, properly diluted thru the dilution station.)</p> <p>Disinfectant</p> <p>Glass Cleaner</p> <p>Gloves</p> <p>Microfiber rags</p> <p>Backpack disinfectant sprayers</p> <p>Electrostatic Sprayers</p>	<p>Yes</p> <p>Maintenance Staff</p>
<p>Ventilation Systems</p>	<p>Ventilation systems in all classrooms are checked by the Plant Manager, and any concerns are addressed as they occur.</p> <p>All are encouraged to open to increase circulation of outside air when possible.</p>	<p>Same as Moderate</p>	<p>Plant Administrator/Facility Manager</p> <p>Director of Facilities</p>		<p>Yes</p> <p>Faculty</p>

Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions:

- Classroom desks spaced apart according to CDC recommendations to maximize social distance.
- Class meetings decreased to 50%.
- Student cohorts implemented whenever possible.
- Travel patterns taught to students and faculty.
- There will be no utilization of common areas such as dining hall.
- Under the current plan we will not utilize outdoor space.
- Frequent hand washing will be encouraged. Hand sanitizing stations will be available at all classrooms and entrance to restrooms. Surfaces will be wiped often and in between student use.
- Transportation will be handled by individual district and private bus companies with reinforcement to riders and their parents with regard to social distancing and use of face covering while on the bus or van.
- Limited visitors at school.
- All stakeholders, including administrators, faculty, staff, students, and coaches will be trained on safety protocols. This training will be updated as new recommendations allow. Instruction will also include being prepared to handle a possible exposure.

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for maximum separation among students and staff throughout the day, to the maximum extent feasible</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Limited number of students in classrooms to maximize social distancing</p> <p>Student desks placed maximum distance apart according to CDC guidelines to allow for maximum social distancing between students and teacher.</p> <p>All students and teachers will wear face coverings.</p> <p>Students will have assigned seats and copies of seating charts will be kept in the Principal's office as a resource for DOH contact tracing.</p> <p>Teacher option for plexi-glass barrier between self and student desks.</p> <p>Teachers will meet with half of a section's roster in person; in-person groups will alternate every class meeting.</p> <p>Whenever possible, students will be in a cohort and in the same classroom for more than one class, with faculty moving between rooms</p> <p>Designated and assigned independent learning seats also spaced maximum distance apart.</p>	<p>Same as Moderate</p>	<p>Principal</p> <p>Maintenance Staff</p>		<p>No</p>
<p>Limiting student contact for non-classroom activities</p>	<p>Large group meetings and assemblies will occur virtually or in multiple smaller groups with social distancing.</p> <p>After school activities only allowed if social distancing protocols can be maintained.</p> <p>Specific programs will submit health and safety plans to the Executive Leadership team, such as Kairos Retreat and Prep Players.</p>	<p>Same as Moderate</p>			

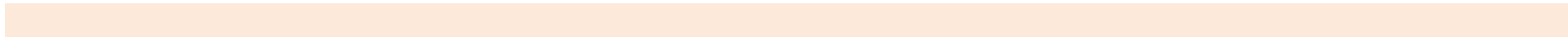
Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among students	<p>Touched items will be disinfected between uses.</p> <p>Students will have their own Expo markers for board work.</p> <p>Lockers will not be used. Students will carry all personal belongings in a backpack and keep with them throughout the day. Whenever possible, student texts will remain at home. Teachers will post digital copies of necessary text on Moodle.</p>	<p>Same as Moderate</p>	<p>Faculty</p>	<p>Cleaning wipes/supplies available in classrooms</p>	
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Students will eat in classrooms and independent learning spaces.</p> <p>Students will bring their own lunches to school. As the year progresses, the availability of food service delivered meals to classrooms may be an option.</p> <p>All food brought into school must be nut-free.</p> <p>Student spaces sanitized after classes, and therefore after lunch, as well.</p> <p>Sharing of food or drink is strictly prohibited.</p> <p>Students encouraged to use reusable containers and take refuse home.</p> <p>Students with severe and life-threatening food allergies would be allowed alternative eating space.</p> <p>All “soft” and/or common space seating removed.</p>	<p>Same as Moderate</p>	<p>Kristin Cupillari, Principal</p> <p>If food service made available: Heidi Franssen, Metz Lead and Mia Regan Duffy, school liaison to Metz Food Service</p>	<p>Regular garbage clearing.</p> <p>Take-out food containers.</p> <p>Carts for food delivery.</p>	<p>Yes. Metz and Faculty</p>

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Face coverings required at all times. Students and staff will provide their own face coverings.</p> <p>All face coverings must be made of two layers of fabric, worn over the nose and mouth, and should either be cleaned daily if reusable, or thrown away and replaced with another new covering if disposable.</p> <p>Additional face coverings will be available as needed.</p> <p>Faculty have option to be provided with plexi-glass barriers to stand behind when they teach.</p> <p>Hand sanitizer and disinfecting wipes available in all spaces.</p> <p>Signage and verbal reminders to students and staff regarding best practices - frequent hand-washing, and hand sanitizer use, maintaining social distance, and proper use of face coverings.</p>	<p>Same as Moderate</p>	<p>HST Faculty Staff</p>	<p>Hand sanitizer (order and inventory controlled by facilities)</p>	<p>Yes</p> <p>Students, Faculty, Staff</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Post informational signs throughout the building, with particular attention to building entrances, bathrooms, touchless water filling stations, elevators, bulletin boards, hallways, and classrooms.</p> <p>Post information regarding protective measures to the web page and send out occasional APP notifications reminding everyone to be safe and follow recommended procedures.</p>	<p>Same as Moderate</p>	<p>HST</p>	<p>Templates used from PA DOH and CDC</p>	<p>Yes</p> <p>Regular checking of CDC and DOH signage</p>

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Identifying and restricting non-essential visitors and volunteers	<p>Outside visitors will limited and only if approved by a member of the Executive Leadership team.</p> <p>Visitors must wear a mask and have temperature taken.</p> <p>Deliveries will be placed in the front vestibule, and maintenance will be notified. All delivery staff must wear a mask.</p> <p>Parent meetings should occur on Zoom whenever possible.</p> <p>Parents who come to school to pick up their child must wear a mask and are asked to wait outside after signing child out.</p>	Same as Moderate	HST	Signage on entrances	<p>Yes</p> <p>Students, Staff, Faculty</p>
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>PE classes will be conducted outside whenever possible.</p> <p>Indoor PE classes, when possible, will consist of non-contact activities such as yoga, stretching.</p> <p>Students may wear PE clothes instead of the school uniform on days when they have PE to avoid using the locker rooms.</p> <p>At a minimum, recommendations from the PIAA will be followed.</p> <p>Please see School Athletic Plan.</p>	Same as Moderate	<p>Principal</p> <p>Athletic Director</p> <p>HST</p>	<p>Port a lav and hand sanitizing stations</p> <p>Cleaning wipes and /or cleaning solution is available when using equipment is allowed.</p>	<p>Yes</p> <p>Coaches, athletic trainers, student athletes</p>
Staggering the use of communal spaces and hallways	When possible, there will be a one way direction of traffic. Main double stairwell will be one way travel (up one side, down the other side).	Same as Moderate	Faculty and HST members		Yes students and faculty

Requirements	Action Steps under Moderate	Action Steps under Low	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	<p>School districts servicing Prep will be responsible for care of social distancing, and other related issues.</p> <p>Private busing contractors will provide their plans to Prep.</p> <p>Face Coverings required by students and busing staff.</p> <p>School provided busing for athletics and retreats will be increased to allow for smaller groups of students on individual buses and to maximize social distancing.</p>	<p>Same as Moderate</p>	<p>Principal's Team</p> <p>Admissions Director</p> <p>Athletic Director</p>	<p>Anticipated increase in busing budget for school sponsored travel.</p>	<p>Yes</p> <p>Students, Families, Staff</p>
Arrival, Dismissal, Travel and Transitions	<p>School will utilize four entrances, each with two check-in stations for morning arrival of students.</p> <p>Student arrivals will be staggered.</p> <p>Self-health check confirmed and student attendance taken upon arrival via student ID barcode reader.</p> <p>Students will have a staggered dismissal at the end of day.</p> <p>Mid-day transitions between the ILS and the classrooms will be managed in a staggered fashion with small groups.</p> <p>Mid-day student pick up, drop off, dismissals, and arrivals, will be managed in a staggered fashion.</p> <p>Student attendance for these students will be monitored via Student ID barcode reader and coordinated by the Dean of Students and the Coordinator of Safety and Student Life.</p>	<p>Same as Moderate</p>	<p>Principal's Team</p> <p>Counseling Team</p> <p>HST</p>		<p>Yes</p> <p>Faculty, students will be oriented on traffic patterns</p>

Requirements	Action Steps under Moderate	Action Steps under Low	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	N/A				



Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

- Students, faculty, and staff will complete self-health checks via the Ruvna App. Students will be subject to random temperature checks upon arrival to school.
- Students or staff presenting with any symptoms of COVID-19 or fever above 100.4 will be stationed in an isolation room, until such time as they can leave the building and/or be picked up by parent.
- The school nurse will monitor and regulate quarantine and isolation.
- Students or staff will require a written note from their primary care provider stating that they are able to return.
- Notification of stakeholders, should a positive case be identified, will be made by robocall and/or email to all. HIPPA will preclude personal information from being shared.
- Members of the HST will be aware of the protocols in place.

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Parents will fill out self-health check everyday for their child/ren via the Ruvna Health app before they leave home.</p> <p>Before students enter the building, staff will confirm that self-check was completed and student cleared via student ID barcode reader.</p> <p>Random touchless temperature checks will be taken of students upon entry.</p> <p>Staff are expected to complete the same Ruvna self-health check every day before leaving home.</p> <p>Parents and students who participate in-house blended learning model will be required to sign “Prep Good Health and Safety Pledge” which include agreeing to:</p> <ul style="list-style-type: none"> • Keep child/ren home if exhibiting symptoms of illness • Keeping child/ren home if anyone in household is waiting on test results • Keeping child/ren home for required quarantine if anyone in household tests positive • Informing school when any household member has tested positive (understanding that family identity will be protected) • Following all recommended CDC and DOH guidelines to limit community spread • Following all Prep guidelines to limit Prep community spread <p>Attendance standards will be modified to encourage a culture of keeping students home when ill. Students will always be able to learn virtually.</p>	<p>Same as Moderate</p>	<p>School Nurse</p>	<p>No touch thermometers APP for the tech peice</p>	<p>Yes staff and faculty</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>An “isolation” area or room will be identified to place/hold (until parent pick up can be arranged), to keep separate, anyone who exhibits symptoms of Covid-19 or presents with fever of 100.4 or above.</p> <p>Parents must have transportation for their child/ren to be picked up within 30 minutes of the initial phone call.</p> <p>Areas where the sick individual occupied will be closed off and not used until deep cleaning can be performed and the area is disinfected.</p> <p>As per Pennsylvania DOH and PDE, school officials will notify DOH when a potential or confirmed case of COVID is presented at Prep.</p>	<p>Same as Moderate</p>	<p>School Nurse</p>	<p>Separate room to hold student until parent pick up is made.</p>	<p>Yes faculty, staff, and students</p>

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>School response to confirmed positive cases</p>	<p>Families or staff who feel as though they may have encountered an exposure or have symptoms shall report to the administration and seek additional medical advice from their private physician.</p> <p>As per Pennsylvania DOH and PDE Contact Tracing Guidelines, it is Prep’s expectation that students and staff will be notified by DOH if they were in contact with a confirmed positive case while maintaining confidentiality, and without discussing personal information. The school will provide seating charts to the PA DOH.</p> <p>From the Pennsylvania Department of Education: “It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.”</p> <p>Also from the Pennsylvania Department of Education: “Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.”</p> <p>Prep will keep open lines of communication between staff and human resources regarding sick leave policies and practices as per the PDE’s Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19 and the PDE’s COVID-19 Symptomatic K-12 Student or Staff Process Flow</p>	<p>Same as Moderate</p>	<p>School Nurse and Principal</p>	<p>Electrostatic Disinfecting Sprayer</p>	
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Guidelines set by the Pennsylvania DOH and the CDC will be used as guidance for return to school and for expectations regarding Home Isolation or Quarantine and Returning to Work.</p> <p>CDC Guidelines regarding return from quarantine.</p> <p>Documentation of release from care from the primary care physician will be required.</p>	<p>Same as Moderate</p>	<p>School Nurse</p>		<p>Yes to staff when student returns to get documentation</p>

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Stakeholders will be alerted through email and the Prep app, and robocalls regarding closures and any changes or updates to safety procedure.	Same as Moderate	Principal		
Other monitoring and screening practices	<p>Students who do not respect the safety of the community by not adhering to the health and safety expectations for in-school learning will not be allowed to continue participating in the blended program; these students will still be allowed to participate in the school's Virtual Campus program.</p> <p>Depending of the violation, a student will be subject to disciplinary consequences.</p>	Same as Moderate	Dean of Students Principal		

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 school strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

- Students and staff are required to wear face coverings made of two layers of fabric. Face shields will be voluntary. Plexi-glass barriers can be requested and built for teachers requesting them for his or her classrooms.
- Students at higher risk will have the opportunity to have web based lessons at home via Prep's Virtual Campus (webcams in classrooms).
- Prep will employ additional staff for help with student arrival and dismissal protocols, supervision of Independent Learning Spaces, and supervision and monitoring of hallways and commonly traveled areas.
- Guidance department will offer in-class and out of class support system for students, as well as continue one-on-one counseling. In addition, guidance counselors will work with the Dean of Students to follow up with parents and students who are not showing a presence in online learning tasks and streaming requirements.

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Students with complex medical condition and who are or may be immunocompromised and are at higher risk for severe illness are strongly encouraged to take full advantage of Prep’s Virtual Campus and participate in classes via the webcam Zooming option.</p> <p>Relying upon the resources of Jennifer Quinn, DOH, Al Lucas, Scranton’s Emergency Services Coordinator, and the DOH county ratings for levels of transmission, the school will regularly evaluate the learning model that it will implement.</p> <p>Administration will monitor attendance and adjust the school rules and regulations as necessary.</p> <p>Faculty absence will be addressed on a case by case process.</p> <p>Employees who are at higher risk are encouraged to consult with their private physician and the HR department, who will protect the privacy of the employee, regarding any concerns about personal health and safety so that the school can best support that staff member.</p>	<p>Same as Moderate.</p>	<p>Principal and School Nurse</p>		<p>Yes Faculty Staff</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All faculty and staff will wear face coverings.</p> <p>Face shields are available as an additional layer of protection if desired.</p>				
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>All students will wear face coverings. If students are directed not to by their primary care physician, these students will have to use the option of online instruction via Prep’s Virtual Campus.</p> <p>Cloth face coverings must be made of two layers of fabric.</p>	<p>Same as Moderate</p>	<p>Team members will monitor</p>		<p>Yes faculty and staff</p>

Requirements	Action Steps under Moderate	Action Steps under Low	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Students with a complex medical condition and who are or may be immunocompromised will address their issues with administration to receive continued learning in whatever way best suits this process.</p> <p>Webcams will be in place for students who must remain at home and learn via Prep's Virtual Campus.</p>	Same as Moderate	<p>Academic Deans</p> <p>Guidance Counselors</p>		<p>Yes faculty students families of these individuals and staff</p>
Strategic deployment of staff	Prep will hire additional part-time support staff to serve as room proctors and hall monitors.	Same as Moderate	Principal and Academic Council	Budgetary planning for additional part-time staff members	<p>Yes</p> <p>Part-time staff orientation and ongoing mentoring</p>



Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and Safety Plan	Faculty and Staff	School Nurse Principal HST	In person meeting			
Use of webcam technology	Faculty	Principal Academic Deans Director of Technology Asst. Dir. Of Technology	In person meetings	Projector screen, power points etc, as necessary		
Proper Type and Use of Face Coverings	Faculty, Staff, and Students	Principal's Team HST	In person and Virtual Meetings			
Proper Social Distancing	Faculty, Staff, and Students	Principal's Team HST	In person and Virtual Meetings			
Orientation for Movement within the Building	Faculty, Staff, and Students	Principal's Team HST	In Person "rehearsal" in smaller groups			

Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Communication with Emergency Services coordinator and local DOH representative		Principal School Nurse	Email updates and information sharing	March 2020	On-going
Parent, student, staff surveys	Stakeholders	Principal	Email	April 2020	On-going
Updates to faculty, staff, students, and families	Stakeholders	Principal President	Email, Prep App, robocalls, in-person or virtual meetings	March 2020	On-going

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

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.