



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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

Health and Safety Plan: **Wesley Schools**

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

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

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

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

Type of Reopening

Key Questions

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

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **September 1, 2020**

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Amy Townsend	All Students/Staff/Support Staff	Health and Safety Plan Development and Pandemic Crisis Response Team
Shawnda McGroarty Christie Caparelli	All Students/Staff	Health and Safety Plan Development and Pandemic Crisis Response Team

Dr. Lisa Jamnback	All Students/Staff	Health and Safety Plan Development and Pandemic Crisis Response Team
Alicia Tatangelo	All Students/Staff	Health and Safety Plan Development and Pandemic Crisis Response Team
Amanda Kozub	All Students/Staff	Health and Safety Plan Development and Pandemic Crisis Response Team
Julie Schindhelm	All Students/Staff	Health and Safety Plan Development and Pandemic Crisis Response Team
Randi Hill	All Students/Staff	Health and Safety Plan Development and Pandemic Crisis Response Team
Amber Harris	All Students/Staff	Health and Safety Plan Development and Pandemic Crisis Response Team
Christine Price	All Students/Staff Bridge Program	Health and Safety Plan Development and Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

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

Summary of Responses to Key Questions: The WFS COVID-19 Response Team has developed Cleaning & Disinfecting Guidelines for Reopening. These guidelines address daily cleaning and disinfection at sites. Program Directors work in collaboration with the WFS Maintenance Department to ensure daily cleaning, procurement of supplies, and implementation of staff protocols and trainings. Maintenance staff conduct periodic meetings with the cleaning companies and supply vendor to review this protocol and update any standards, as needed and advised. The supply vendor is also responsible for reviewing information posted by OSHA and the CDC to ensure that supplies meet the applicable requirements for adequate sanitation and disinfection. Upon request, this vendor supplies the applicable OSHA and CDC information for WFS to review. All procedures and protocols are attached in the Memo “WFS Cleaning Protocol and Product Information-Addendum” All staff are responsible for reviewing the Memo and adhering to the guidance provided. Additionally, program leadership takes a primary responsibility in ensuring that routine cleanings, throughout the school day, take place as described.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Wesley Schools will follow CDC guidelines for cleaning and disinfecting its facilities, learning spaces/classrooms etc....</p> <p>Utilize EPA approved disinfectants against Covid-19. Specific training and provisions for learning spaces/classroom, restroom, hallway, etc.. cleaning and disinfecting</p> <p>Wesley schools will follow CDC guidelines for cleaning and disinfecting its facilities, learning spaces, etc.</p> <p>Utilize the CDC decision tree-cleaning guides:</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/coexdssaszmmunity/schools-childcare/schools.html</p>	<p>Same as Yellow Phase</p>	<p>.Program Directors</p>	<p>Maintenance has all materials and guidelines.</p> <p>The schedule for cleaning, as well as the Cleaning and Disinfecting Guidelines for Reopening will be given to all staff.</p>	<p>This will be reviewed during the week of August 24</p>

	<p>CHEMICAL SAFETY The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CAR 1910.1200 requires that employees be trained in the specific areas</p> <p>.</p> <p>.</p>				
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Any additional cleaning (i.e. misters and use) that is identified by the schools will follow the CDC guidelines for cleaning, sanitizing, disinfecting and ventilating</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</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: Social distancing and safety protocols will follow the Wesley Family Services Return to Business Protocol for Office Locations (see attached) and Staff Re-entry FAQ (see attached). Social distancing and safety protocols will be coordinated by the Pandemic Coordination Team, which will develop a series of lesson plans for direct instruction of students. Classrooms have a maximum of 12 students per room. When transitions occur, students will wear masks in the hallways. Students will be scheduled to wash hands throughout the day. Good hygiene will be directly instructed via classrooms staff. Student transportation is arranged through the LEA, so Wesley Schools is not responsible for transportation. During all phases, Wesley Schools will continue to use remote options for meetings and telehealth whenever possible. Younger students in grades K-3 will receive additional instruction on social distancing and safety protocols.

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Classrooms will allow for 6 ft between students. In the event that a classroom is not able to have 6 ft between students, alternate spaces will be used, such as the library, conference room, and extra classrooms.	Same as Yellow Phase	Program Directors	Staff will be provided time during inservice week to appropriately arrange their classrooms. Younger classrooms using tables may eventually need to order more seating.	This will be reviewed during the week of August 24

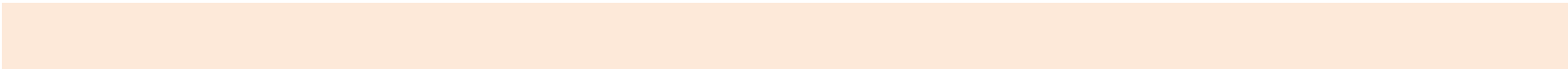
Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Wesley does not utilize the cafeteria - students will eat in their classrooms.</p> <p>Sanitation logs will be a part of their daily routine they will need to record when stations and equipment were wiped down and sanitized throughout the day.</p> <p>Cafeteria staff will continue to wear gloves at all times and they will also wear masks for the duration of their shift</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>N/A</p>	<p>This will be reviewed during the week of August 24</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Teach each staff and students proper handwashing techniques and how to appropriately cover coughs/sneeze</p> <p>Require frequent handwashing/sanitizing(after PE, before meals, after recess, after restroom use)</p> <p>Signage above sinks in restrooms and with hand sanitizing stations</p> <p>Signage to include ways to prevent spread including proper covering of mouth/nose and mask wearing where needed</p> <p>Hand sanitizer stations/bottles will be present in all classrooms, common areas and classrooms throughout buildings</p>	<p>Same as Yellow Phase</p> <p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>N/A</p>	<p>This will be reviewed during the week of August 24</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be created by WFS and/or the Pandemic Work Group and posted in all areas.</p> <p>These signs from the CDC will be used: https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf</p>	<p>Same as Yellow Phase</p>	<p>Program Directors will collaborate with Leisa Esposito to ensure signs are laminated and posted.</p>	<p>N/A</p>	<p>This will be reviewed during the week of August 24</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Non-essential visitors and volunteers will not be permitted.</p> <p>Visitors will need to schedule a time with the main office to drop off essential material only. School personnel will meet the visitor outside.</p> <p>Visitors that have to enter the building will have their temperature taken by school personnel.</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>N/A</p>	<p>This will be reviewed during the week of August 24</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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	CDC Considerations for Youth Sports will be provided to all staff, PE teachers will sanitize after each group.	Same as Yellow Phase	Program Directors	N/A	This will be reviewed during the week of August 24
Limiting the sharing of materials among students	See attached Return to Business Protocol and the Staff Guidelines for Cleaning Students will not share materials. It is recommended that all student materials are kept separated within the classroom (e.g., each student has his/her own pencil box at the desk). Materials that must be shared will be disinfected by the staff or student before and after each use Where available, students will be assigned their own device	Same as Yellow Phase	Program Directors	N/A Staff may need to place orders for organizational bins/cubbies for students to keep materials separated.	This will be reviewed during the week of August 24
Staggering the use of communal spaces and hallways	Communal spaces will need to be signed out and cleaned after each use. Signs will be created for communal spaces to indicate when the area has been cleaned and is safe to enter.	Same as Yellow Phase	Program Directors will communicate with maintenance.	Sign out process and signs will need created.	This will be reviewed during the week of August 24

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	Wesley Schools are not responsible for transportation, will follow the WFS Vehicle and Transportation Protocol for individual situations	Same as Yellow Phase	Program Directors	Vehicle and Transportation Protocol has been sent to all staff.	This will be reviewed during the week of August 24
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	See above for social distancing				
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	In the event that either building at Wesley Schools reaches a capacity in which students can't social distance at 6ft, the Pandemic Team will reconvene to determine if a split schedule is needed.	Same as Yellow	Program Directors	Students will be grouped so that classrooms can operate at approximately 50%.	N/A
Other social distancing and safety practices	Avoid social congregation of staff and visitors in office and common areas including – reception, conference room, hallways. See all attached documents.	Same as Yellow	Program Directors	Staff have received the Return to Business Protocol from the WFS COVID-19 Response Team.	This will be reviewed during the week of August 24



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: Staff will refer to the Pre-Screening Activities as outlined on the WFS Return to Business Protocol, Action Steps for Possible Exposure, and the Wesley Schools Handbook Pandemic Addendum. Program Directors will work in consultation with the ME Director and Upper Management/COVID-19 Response Team.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Pre-Screening Activities will include those outlined on the Return to Business Protocol, all students will have temperatures scanned at arrival.</p> <p>Any staff or student with a fever of 100.4 or higher should not be in school</p> <p>Parents/guardians are required to perform a symptom screening prior to arriving at school or bus stop each day</p> <p>Instruct parent/guardians not to send students to school if they have fever/symptoms</p> <p>Encourage parents to notify school nurse if student has fever/symptoms</p> <p>Encourage parent to contact healthcare provider for further instructions if fever/symptoms persist</p> <p>Encourage parent to notify school nurse if student has had possible exposure and is in isolation/quarantine at home</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>Student Handbook Pandemic Addendum will be mailed to all families.</p>	<p>Will be reviewed during the week of August 24</p>

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Staff will follow the attendance policy available at www.WFSPA.org, as well as the Action Steps for Possible Exposure (see attached).</p> <p>Isolation room will be identified in each school building.</p> <p>Isolation room should provide as much confidentiality as possible.</p> <p>Make sure that staff and families know that they should notify school administrators or nurse if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or confirmed or suspected cases</p> <p>Exposure is defined as being within 6 ft, with or without masks, for 15 consecutive minutes or more, with a probable or presumed Covid-19 person.</p> <p>Immediately (but discreetly) separate staff and students with COVID-19 symptoms. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are</p> <p>Students/staff will remain in isolation room until transportation home can be arranged.</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>Student Handbook Pandemic Addendum will be mailed to all families.</p>	<p>Will be reviewed during the week of August 24</p>
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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>Provide staff/student/visitor who is in isolation with a mask</p> <p>The isolation room will be disinfected by properly trained staff after each use during school hours. In addition, the area will be deep cleaned after school hours. If seven days have passed since the sick individual was in affected area, cleaning is not needed</p>				
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Staff will follow the attendance policy available at www.WFSPA.org, as well as the Action Steps for Possible Exposure (see attached).</p> <p>Staff and students can return after 14 days from onset of symptoms or last day of exposure (or additional time if indicated by physician) Also, 3 days fever free with no medication and symptoms improved</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>Communicate with Student Handbook Work Group</p>	<p>Will be reviewed during the week of August 24</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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Notification through email, website and the ALERT Now system.	Same as Yellow Phase	Program Directors	Follow the protocol.	Will be reviewed during the week of August 24
Other monitoring and screening practices	Parent education will be needed on when a child should NOT attend school.	Same as Yellow Phase	Program Directors	Informational flier/brochure, info will be put on website.	Will be reviewed during the week of August 24

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions: All protocols are attached and the Continuity of Education Plan will continue to be followed and updated. Parents may opt out of face-to-face instruction to continue with remote learning. In the event that a parent elects to keep his/her child home, we move to 50% capacity, or in the event that we move to the red phase, the Continuity of Education Plan will be followed. Resource teachers and other certified staff will be utilized on as needed basis.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>Staff should seek out instruction from HR, students are able to opt to continue with remote options.</p> <p>If a student is attending face-to-face instruction and the parent indicates a medical reason why a mask can't be worn, the student is expected to social distance at all times.</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>Parent communication for opting out is provided in the Addendum and on www.wesleyschools.org.</p>	<p>Will be reviewed during the week of August 24</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Staff are expected to wear face coverings inside all areas of Wesley Schools. Face coverings must fully cover the mouth and nose.</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>Face Covering Expectations is provided in the Addendum and on www.wesleyschools.org.</p>	<p>Will be reviewed during the week of August 24</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>All students will wear masks in all areas. All students and staff are expected to wear face coverings inside all areas of Wesley Schools. Face coverings must fully cover the mouth and nose.</p> <p>Face coverings may be removed, under the supervision of the teacher, when eating or drinking when spaced at least 6 feet apart; or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.</p>	<p>Same as Yellow Phase</p>	<p>Program Directors</p>	<p>Face Covering Expectations is provided in the Addendum and on www.wesleyschools.org.</p>	<p>Will be reviewed during the week of August 24</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)
Unique safety protocols for students with complex needs or other vulnerable individuals	Students are able to continue with remote learning if a parent has a health/safety concern.	Same as Yellow Phase	Program Directors	Face Covering Expectations is provided in the Addendum	Will be reviewed during the week of August 24
Strategic deployment of staff	Staff will be present at the school buildings to provide both face to face and remote instruction.	Same as Yellow Phase	Program Directors	Face Covering Expectations is provided in the Addendum	Will be reviewed during the week of August 24

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
Remote Learning	Teachers	Program Directors	Virtual and face to face sessions on instructional strategies.	Google Classroom/Zoom	August 2020	June 2021
Remote Learning	Parents and students	Program Directors	Virtual and face to face sessions on instructional strategies	Google Classroom/Zoom	August 2020	June 2021
Health and Safety Plan	All Staff	Program Directors	Small group sessions, email reminders/updates	Health and Safety Plan, WFS organization policies and guidelines, CDC guidelines	August 2020	N/A
Health and Safety Plan	Parents/Students	Pandemic Team	Virtual and face to face sessions, email reminders/updates	Health and Safety Plan, WFS organization policies and guidelines, CDC guidelines	August 2020	N/A

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting and ventilation	All Staff	Pandemic Team	Small group sessions, email reminders/updates	Health and Safety Plan, WFS organization policies and guidelines, CDC guidelines	August 2020	N/A
Restricting the use of cafeterias and other congregate settings and serving meals in alternate settings and ways.	Food Service Staff	Program Directors	Small group sessions, email reminders/updates	Health and Safety Plan, WFS organization policies and guidelines, CDC guidelines	August 2020	N/A

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
Communication about health and safety protocols and schedules	Parents and Guardians	Program Directors	Email Alert Now System Website Mail	August 2020	Ongoing
Surveys	Parents and Guardians	Program Directors	Email	June 2020	July 2020
Emergent Communication	Staff, Parents, Guardians and School Districts	Program Directors/Education Director	Email Alert Now System Website Mail	August 2020	Ongoing

Health and Safety Plan Summary: **Wesley Schools**

Anticipated Launch Date: August 24, 2020 begins inservice week, students' first day is September 1, 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>WFS Cleaning and Disinfecting Guidelines WFS Return to Business Protocol Vehicle and Transportation Protocol https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>WFS Return to Business Protocol WFS Staff Re-entry FAQ Wesley Schools Handbook Pandemic Addendum Lesson Plans Protocol for Obtaining Signatures</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	

Requirement(s)	Strategies, Policies and Procedures
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>WFC Corporate Procedures – Related Policy # ASE 3.0 Possible Exposure Protocol</p>

Requirement(s)	Strategies, Policies and Procedures
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff 	<p>Student Handbook Pandemic Addendum</p>