



Health and Safety Plan
Reach Cyber Charter School
Phased Reopening
Covid-19 Pandemic 2020-2021
(Please view in read mode)

Phased School Reopening Health and Safety Plan

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

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

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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: Reach Cyber Charter 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 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)

<https://www.pa.gov/guides/responding-to-covid-19/#WhatPhasesMyCountyin>

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern as applied to special education related services only). Cyber School total reopen is virtual.
- 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 cyber in-person learning (i.e., start of blended, scaffolded, or total reopening): **September 2, 2020**

Pandemic Team

Pandemic Coordinator: Jane Swan, Chief Executive Officer

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)
Jane Swan	Chief Executive Officer-Pandemic Coordinator	Both
Gregory C. McCurdy	Director of Special Education/Special Populations	Both
Jessica Finnegan	School Nurse-School Health Services	Both
Clara Keepports	Office Manager-Office Facility	Both
Christine Miller	Principal (Secondary)-Students	Both
Corey Groff	Principal (Elementary)-Students	Both
Director	Director Stem-Students/camps	Both
Scott Stuccio	Communications/Public Events	Both
Rachel Parker	Director of Counseling-Students	Both
Mary Smith	Social Worker-Student/Family Outreach	Both
Sarah Russell-Isaula	Related Services	Both
Rachel Graver	Director of MTSS-State Testing	Both

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:

We will be increasing both the comprehensiveness and the frequency of the cleaning of our facility by contracting additional professional janitorial services which are certified in COVID cleaning, sanitizing and disinfecting. Daily onsite cleaning will be provided throughout the day and will culminate in a Clorox 360 spray of our entire facility. All areas of our facility will be addressed including surface areas, high touch points, flooring and carpets, bathrooms and break rooms as well as the continued on-going maintenance of our HVAC system. In addition to these services, we will be procuring bulk hand sanitizer for individual use, PPE, gloves, disinfectant spray, wipes, and hand sanitizing stations at all entrances. Signage will encourage good hand washing practices, and the disinfecting of common areas after use.

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)
* Cleaning, sanitizing, disinfecting, and	Reach Cyber Charter School (RCCS)Administrative Office will:	Reach Cyber Charter School (RCCS)Administrative Office will:	Jane Swan, Chief Executive Officer	CDC Website PDOH Website	Yes- August 3, 2020

<p>ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Increase use of PPE required (masks, gloves, face-shields)</p> <p>Increase Social Distancing & Hygiene Practices</p> <p>RCCS will follow the CDC's Guidance for Cleaning & Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools</p> <p>CDC Guidance for Cleaning and Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects throughout the day including door handles, sink handles, water coolers, appliances and copiers.</p> <p>Implement daily and weekly COVID-19 "Cleaning Activities Checklist"</p> <p>HVAC system has recently been upgraded to meet industry standards and will be frequently maintained. The need for upgraded filters will be reviewed.</p> <p>Janitorial service for additional daily high touch area cleaning both in our suite, break room, bathroom and all common areas. This cleaning will start at 10 AM and will be maintained throughout the day.</p>	<p>Increase use of PPE required (masks, gloves, face-shields)</p> <p>Increase Social Distancing & Hygiene Practices</p> <p>RCCS will follow the CDC's Guidance for Cleaning & Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools</p> <p>CDC Guidance for Cleaning and Disinfecting Schools</p> <p>Clean and disinfect frequently touched surfaces and objects throughout the day, including door handles, sink handles, water coolers, appliances and copiers.</p> <p>Implement daily and weekly COVID-19 "Cleaning Activities Checklist"</p> <p>HVAC system has recently been upgraded to meet industry standards and will be frequently maintained. The need for upgraded filters will be reviewed.</p> <p>Janitorial service for additional daily high touch area cleaning both in our suite, break room, bathroom and all common areas. This cleaning will start at 10 AM and will be maintained throughout the day.</p>	<p>Clara Keeports, Office Manager</p>	<p>PPE</p> <p>COVID-19 Daily Cleaning</p> <p>Cleaning Activities Checklist</p> <p>Signage</p> <p>Dympash Janitorial Services</p>	
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Other cleaning, sanitizing, disinfecting, and ventilation practices	Daily end of day use of Clorox Total 360 Electrostatic Disinfectant Spray throughout entire facility.	Daily end of day use of Clorox Total 360 Electrostatic Disinfectant Spray throughout entire facility.	Dympash Janitorial Services Clara Keeports, Office Manager	Clorox Total 360 Electrostatic Disinfectant Spray/System	Yes-August 3 and ongoing
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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:

In an effort to reduce contact with or the transmission of COVID, we are canceling both on-site student activities until further review in October. In compliance with recommendations we are requiring the use of PPE by staff, administration, and teachers who may be on-site. In an effort to promote social distancing, we are limiting the number of staff allowed in our facility at one time, not to exceed 20. Elevator use will be limited to two at a time. This will allow for individuals to safely access equipment and common areas with little interaction with others. Signage will promote frequent hand washing, the sanitizing of common areas and equipment after use, and

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>Limit in-office staff to no more than 20 people at a time, with PPE required unless stationary and engaged in an activity at least 6 foot apart from someone else.</p> <p>No Face-to-Face Related Services including Occupational Therapy, Physical Therapy, Counseling, Speech Language, Paraprofessional Support, Psychological Testing will occur.</p> <p>No Face-to-Face student events will occur including Back to School Events, STEM Camps, and FTs unless virtual.</p>	<p>Limit in-office staff to no more than 20 people at a time.</p> <p>Beginning mid to late July, Related Services including Occupational Therapy, Physical Therapy, Counseling, Speech Language, Paraprofessional Support, and Psychological Testing will begin a limited slow restart. September 2, 2020 services will commence with a full reopening. This is primarily provided in a one on one therapist to student in the home. Some students might go to a center and follow that protocol.</p> <p>Student face to face events and camps will all be virtual in September. Will revisit face to face events in October. If face to face events are warranted, they will be limited to 250 participants or less at locations with posted Health and Safety Plans and where social distancing could be practiced.</p> <p>PPE and hand sanitizer provided.</p> <p>STEM Activities (In Person) would not occur</p>	<p>Gregory McCurdy, Director of Special Education</p> <p>Director of Stem</p> <p>Christine Miller, Secondary Principal</p> <p>Corey Groff Elementary Principal</p> <p>Scott Stuccio, Manager of Partnerships</p> <p>Rachel Graver, Director of MTSS (State Testing)</p> <p>Various</p>	<p>Masks Plastic Face shields Hand Sanitizer Health and Safety Plans provided by venues and Related Service vendors</p>	<p>Yes</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Employees will be encouraged to use hand sanitizer provided at stations and/or wash hands prior to consuming food.</p> <p>Condiments and/or multi-use communal items within office refrigerators will be prohibited.</p>	<p>Employees will be encouraged to use hand sanitizer provided at stations and/or wash hands prior to consuming food</p> <p>Condiments and/or multi-use communal items within office refrigerators will be prohibited.</p>	<p>Clara Keeperts Office Manager</p>	<p>Disinfectant Spray Sanitizing Wipes Signage Hand Sanitizing Stations Individual Hand Sanitizer</p>	

	<p>Employees will be responsible for wiping down communal high touch areas after use. Social distancing will be required in common areas such as break rooms</p> <p>Break rooms will not be open, we will encourage eating at individual desks or cubicles.</p>	<p>Employees will be responsible for wiping down communal high touch areas after use. Social distancing will be required in common areas such as break rooms</p> <p>Break rooms will not be open, we will encourage eating at individual desks or cubicles.</p>			
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Office Staff Reports as directed by the CEO, not to exceed 20 at a time.</p> <p>Appropriate staff will be trained on healthy hygiene practices.</p> <p>Teaching or nursing staff will be encouraged to share practices with students.</p> <p>Signage to encourage good hygiene.</p> <p>Ensure hand washing strategies include washing with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your Nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at Least 60% alcohol.</p> <p>CDC - hand washing</p>	<p>Office Staff Reports as directed by the CEO, not to exceed 20 at a time.</p> <p>Appropriate staff will be trained on healthy hygiene practices.</p> <p>Teaching or nursing staff will be encouraged to share practices with students.</p> <p>Signage to encourage good hygiene.</p> <p>Ensure hand washing strategies include washing with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your Nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at Least 60% alcohol.</p> <p>CDC - hand washing</p>	<p>Jane Swan, Chief Executive Officer</p> <p>Clara Keepports, Office Manager</p> <p>Jessica Finnegan, School Nurse</p>	<p>Signage</p> <p>Hand Sanitizing Stations</p> <p>Individual Hand Sanitizer</p> <p>Presentations</p> <p>PowerPoint</p> <p>Presentation/Recorded</p> <p>Live Lesson(s)</p> <p>Training</p> <p>Disinfectant Spray</p> <p>Sanitizing Wipes</p> <p>Tissues</p> <p>Hands-Free Paper Towel and Soap Dispensers</p>	<p>Yes</p>

	<p>resources that include health promotion materials, information on proper hand washing technique, and tips for families to assist children develop good hand washing techniques</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices</p>	<p>resources that include health promotion materials, information on proper hand washing technique, and tips for families to assist children develop good hand washing techniques</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices</p>			
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Portable signage for school events</p> <p>Post CDC Germs Are Everywhere and Wash Your Hands Posters in restrooms and other high traffic areas (doorways, lunch/break areas, and events)</p> <p>CDC Germs are Everywhere</p> <p>CDC Wash Your Hands</p> <p>Translated Posters</p>	<p>Portable signage for school events</p> <p>Post CDC Germs Are Everywhere and Wash Your Hands Posters in restrooms and other high traffic areas (doorways, lunch/break areas, and events)</p> <p>CDC Germs are Everywhere</p> <p>CDC Wash Your Hands</p> <p>Translated Posters</p>	<p>Clara Keeports, Office Manager</p> <p>Scott Stuccio, School Partnerships Director</p> <p>Corynne Lamison, Lead Teacher, ELL</p>	<p>Various Office Supplies</p> <p>Printing Services</p> <p>Signage</p> <p>Sign Holders</p>	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Restrict nonessential visitors, vendors and activities that involve other groups. PPE required for anyone over the age of two.</p> <p>Food Delivery services must be met outside for pick-up.</p>	<p>Restrict nonessential visitors, vendors and activities that involve other groups. PPE required for anyone the age of two.</p> <p>Food Delivery services must be met outside for pick-up.</p>	<p>Jane Swan, Chief Executive Officer</p> <p>Director of Stem</p> <p>Gregory McCurdy, Director of Special Education</p>	<p>PPE</p>	<p>Yes</p>

	<p>Staff that do not typically work in the office must first schedule before traveling to the office</p> <p>No school wide face to face events through October.</p> <p>School-wide professional development will be held virtually</p> <p>Face to Face related services and Psychological Testing will move to virtual</p>	<p>Staff that do not typically work in the office must first schedule before traveling to the office</p> <p>No school wide face to face events through October. If and when Face to face events occur, PPE and social Distancing recommendations at the time will be followed.</p> <p>School-wide professional development will be held virtually.</p> <p>Face to Face related services and Psychological Testing on case by case basis per IEP Team. Ensure that social distancing and PPE guidelines are followed during individual sessions.</p>	<p>Scott Stuccio, School Partnerships Director</p>		
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Not Applicable</p>	<p>Not Applicable</p>			
<p>Limiting the sharing of materials among students and staff</p>	<p>Limit the number of people in-office to no more than 20 at a time.</p> <p>Communal materials will be limited and or sanitized after each usage.</p> <p>Hand sanitizer will be available in all common areas.</p>	<p>Limit the number of people in-office to no more than 20 at a time.</p> <p>Communal materials will be limited and or sanitized after each usage.</p> <p>Hand sanitizer will be available in all common areas.</p>	<p>Staff and Teachers</p> <p>Rachel Graver, Director of MTSS (State Testing)</p>	<p>Hand Sanitizer</p> <p>Disinfectant Spray</p> <p>Sanitizing wipes</p>	

	<p>Copiers will be limited to individual department use.</p> <p>No Face to Face Instruction.</p>	<p>Copiers will be limited to individual department use.</p> <p>No school wide face to face events through October. If and when Face to face events occur, PPE and social Distancing recommendations at the time will be followed.</p>			
Staggering the use of communal spaces and hallways	Not Applicable	Not Applicable			
Adjusting transportation schedules and practices to create social distance between students	Not Applicable	Not Applicable			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Face to Face student activities including Stem camps will be virtual.	Face to Face student activities including Stem camps will be virtual.	Director of Stem		
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>Not Applicable</p> <p>Special Education Placements: Ongoing communication will be held with students attending Bricks and Mortar programs per their IEP</p>	<p>Not Applicable</p> <p>Special Education Placements: Ongoing communication will be held with students attending Bricks and Mortar programs per their IEP</p>	Gregory McCurdy, Director of Special Education or designee	Schedules from receiving schools	No

Other social distancing and safety practices	Install sneeze guard at main office/lobby desk	Install sneeze guard at main office/lobby desk	Clara Keeports, Office Manager	PPE Station Sneeze Guard	No
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social distancing. Break rooms will be closed, and individuals will be encouraged to eat at their desks. Vendor access will be limited to essential only, and food delivery services will have to be met outside for pick up. Essential visitors will be required to wear PPE. Since we are a charter cyber school we do not have to address student transportation issues, or food services. (See Office procedures during Covid 19 attachment or last page)

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?

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>All Reach staff that work within the office and/or have been invited to the office will perform a symptom screen and temperature check on themselves the night before and prior to leaving for work, and will stay home if ill or have an elevated temperature.</p> <p>Staff will be prohibited from coming to the office if they exhibit symptoms, been exposed to, or have tested positive for COVID and have not yet quarantined for 14 days.</p> <p>COVID Information for Travelers</p> <p>Staff will be consistently be made aware of signs and symptoms of COVID-19 via signage.</p> <p>Staff and Teachers are to report to Reach HR if they exhibit symptoms, been exposed to, or have tested positive for COVID. HR will then determine the correct protocol, notify anyone whom may have been in direct contact with the individual, and if necessary, request a closing of the office until a thorough cleaning has occurred.</p> <p>We are also requiring that any individual who travels out-of-state to any high-risk locations self-quarantine 14 days prior to returning to the office.</p> <p>If working within the office staff shall go home and/or seek</p>	<p>All Reach staff that work within the office and/or have been invited to the office will perform a symptom screen and temperature check on themselves the night before, and prior to leaving for work, and will stay home if ill or have an elevated temperature.</p> <p>Staff will be prohibited from coming to the office if they exhibit symptoms, been exposed to, or have tested positive for COVID and have not yet quarantined for 14 days.</p> <p>Staff will be consistently be made aware of signs and symptoms of COVID-19 via signage.</p> <p>Staff and Teachers are to report to Reach HR if they exhibit symptoms, been exposed to, or have tested positive for COVID. HR will then determine the correct protocol, notify anyone whom may have been in direct contact with the individual, and if necessary, request a closing of the office until a thorough cleaning has occurred.</p> <p>We are also requiring that any individual who travels out-of-state to any high-risk locations self-quarantine 14 days prior to returning to the office.</p> <p>If working within the office staff shall go home and/or seek medical attention if feeling symptomatic</p>	<p>Jane Swan, Chief Executive Officer</p> <p>Kristen Hovorka Reach HR Director</p> <p>Gregory McCurdy Director of Special Education</p> <p>Rachel Graver Director of MTSS (State Testing)</p> <p>Jessica Finnegan School Nurse</p> <p>Nancy Wagner Director of Family Services</p>	<p>Thermometers Screening Questions Teaching Resources</p>	<p>YES</p>

	<p>medical attention if feeling symptomatic</p> <p>Face to face related services and/or psychological services will be virtual.</p> <p>Reach will share resources with staff and families to help families understand when to keep children home</p> <p>When to Keep your Child Home</p>	<p>Symptom screening will be done by all parents, guardians, caretakers at home each morning before the school day or before a face to face related or psychological service is rendered.</p> <p>No student will have a face to face related or psychological service that is experiencing symptoms of Covid-19.</p> <p>All Reach staff, vendors/contracted related or psychological staff that work with students face to face will perform a symptom screen on themselves prior to meeting with, visiting or rendering a service face to face with a student, and will stay home if ill.</p> <p>Temperature screening for vendors/contracted related or psychological service is recommended but not required prior to rendering a face to face service to a student.</p> <p>Reach will share resources with staff and families to help families understand when to keep children home</p> <p>When to Keep your Child Home</p>			
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<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people</p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting</p> <p>Notify staff and families confirmed case while maintaining confidentiality</p>	<p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people</p> <p>Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting</p> <p>Notify staff and families confirmed case while maintaining confidentiality</p>	<p>Jessica Finnegan School Nurse</p> <p>Kristen Hovorka Reach HR Director</p>	<p>Self-Screen and Reporting Procedures</p> <p>Staff training</p> <p>Parent and Community Resources</p>	
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p> <p>14 days from the onset of symptoms.</p> <p>Resolution of fever without the use of fever-reducing medications for the previous 72 hours.</p> <p>Improvement in respiratory symptoms (e.g., cough, shortness of breath)</p>	<p>Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p> <p>14 days from the onset of symptoms.</p> <p>Resolution of fever without the use of fever-reducing medications for the previous 72 hours.</p> <p>Improvement in respiratory symptoms (e.g., cough, shortness of breath)</p>	<p>Kristen Hovorka Reach HR Director</p>		

	<p>OR</p> <p>Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours apart (total of two negative specimens)</p> <p>Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings</p>	<p>OR</p> <p>Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours apart (total of two negative specimens)</p> <p>Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings</p>			
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Post Health and Safety Plan on Reach's Website</p> <p>Provide regular updates to families and students about how COVID-19 is impacting the school</p> <p>Prepare parents and families for modified schedules and/or ceasing of face-to-face services, camps or school activities</p>	<p>Post Health and Safety Plan on Reach's Website</p> <p>Provide regular updates to families and students about how COVID-19 is impacting the school</p> <p>Prepare parents and families for modified schedules and/or ceasing of face-to-face services, camps or school activities</p>	<p>Jane Swan, Chief Executive Officer</p> <p>Kristen Hovorka Reach HR Director</p> <p>Jessica Finnegan School Nurse</p>		
<p>Other monitoring and screening practices</p>					

- 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 and teachers will be required to self-screen for COVID symptoms and their temperatures prior to coming to the office, both the night before and morning of entry. Staff will be prohibited from coming to the office if they exhibit symptoms, been exposed to, or have tested positive for COVID and have not yet quarantined for 14 days. Staff and Teachers are to report to Reach HR if they exhibit symptoms, been exposed to, or have tested positive for COVID. HR will then determine the correct protocol, notify anyone whom may have been in direct contact with the individual, and if necessary, request a closing of the office until a thorough cleaning has occurred. HR will be transparent with safety concerns while maintaining employee privacy. We are also requiring that any individual who travels out-of-state to any high risk locations self-quarantine 14 days prior to returning to the office. Thermometers will be on-site for anyone who exhibits symptoms while in-office.

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?

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<p>Cancel all non-essential Travel</p> <p>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p>	<p>Cancel all non-essential Travel</p> <p>The district will follow guidelines set forth in the (FFCRA) Families First Coronavirus Response Act</p>	Jane Swan, CEO		N
* Use of face coverings (masks or face shields) by all staff	<p>Require face masks or shields for all in-office staff, visitors over the age of two, and teachers and students when engaged in face to face encounters unless a medical condition is noted.</p> <p>In-office staff are not required to wear their masks if seated and engaged in an activity 6 feet from someone else, or when eating.</p> <p>Masks are to be worn when actively walking around the offices or utilizing common areas where they may come in contact with others.</p> <p>Masks must be worn to enter our facility.</p> <p>Face coverings are required for vendors/contracted related/psychological service staff and Reach Staff that conduct home visits</p>	<p>Require face masks or shields for all in-office staff, visitors over the age of two, and teachers and students when engaged in face to face encounters unless a medical condition is noted.</p> <p>In-office staff are not required to wear their masks if seated and engaged in an activity 6 feet from someone else, or when eating.</p> <p>Masks are to be worn when actively walking around the offices or utilizing common areas where they may come in contact with others.</p> <p>Masks must be worn to enter our facility.</p> <p>Face coverings are required for vendors/contracted related/psychological service staff and Reach Staff that conduct home visits</p>			
* Use of face coverings (masks or face shields) by	All student activities will be virtual.	All student activities will be virtual throughout October. If and when face to face encounters with students resume, PPE will be		Masks Shields	

older students (as appropriate)		required unless a medical condition prevents it, they are eating, or are engaged in a seated activity 6 feet apart from someone else.			
Unique safety protocols for students with complex needs or other vulnerable individuals	During a Yellow phase students with complex needs and/or compromised health will not be provided with face-to-face related or psychological services. This includes students with Autism Spectrum Disorders, Multiple Disabilities, Students with Intellectual Disabilities or students whom receive Life Skills Supports	<p>During a Green phase servicing students face-to-face for related and/or psychological services can be difficult when servicing students with complex needs especially if a student has, but is not limited to, comprised health concerns, limited capacity or understanding of social distancing or students requiring hand-over-hand assistance</p> <p>Therefore, face coverings will be required for this population of students. Additionally, common objects or manipulatives will be sanitized before student usage</p> <p>Students should be encouraged to wear face masks during sessions if possible</p>		Masks Shields	
Strategic deployment of staff	Identify critical job functions and positions, and plan for alternative coverage	Identify critical job functions and positions, and plan for alternative coverage	Jane Swan CEO		

Summary of Responses to Key Questions:

We intend to follow recommended guidelines for PPE. Currently, we are requiring face masks or shields for all in-office staff, visitors over the age of two, and teachers and students when

engaged in face to face encounters unless a medical condition is noted. In-office staff are not required to wear their masks if seated and engaged in an activity 6 feet from someone else, or when eating. Masks are to be worn when actively walking around the offices or utilizing common areas where they may come in contact with others. Masks must be worn to enter our facility.

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.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, office space, surfaces, and any other areas used by staff within the office	Staff, Teachers, Admin	Clara Keeports Office Manager	Virtual		August 31	August 31
Healthy Hygiene Practices	Staff, Teachers, Admin, Students	Jessica Finnegan School Nurse	Virtual		August 31	August 31
Implementing the Reach Cyber Charter School Health and Safety Plan	Staff, Teachers, Admin, Students	Jane Swan, CEO	Virtual		August 3	August 31
Clorox 360 Disinfectant electrostatic spray	Janitorial Staff	Dympash	In person		August 3-daily	August 3-daily
Safety Protocols for Related Service, Psychological Service contracted staff and truant officers, family mentors, speech pathologist and school psychologists	Special Education Teachers, Counselors	Greg McCurdy Director of Special Education	virtual		August 3	August 31

Discussion Health and Safety Plan Directors, Assistant Directors, Supervisor, Principals and Assistant Principals	Administration	Nurses, CEO	virtual		August 31	August 31
COVID 19 Health Care Procedures for Nurses	School Nurses, Reach HR	School Nurses, HR	virtual		August 31	August 31

- **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.

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
Reach Board of Directors Update		Jane Swan CEO	Monthly board meeting	August 19	June 16, 2021
Opening Communication(s) to Parent/Students/Families		Jane Swan CEO	September 2, 2020 email	Sept. 2, 2020	June 4, 2021
Communication to families of students receiving special education and related services		Greg McCurdy Director of Special Education Services	September, 2, 2020 email	Sept. 2, 2020	June 4, 2021
Capital Area Intermediate Unit Special Education Directors Advisory Meetings		Greg McCurdy Director of Special Education Services	September 2, 2020 email	Sept. 2, 2020	Sept. 2, 2020
Staff Updates		Jane Swan, CEO	Email	Sept. 2, 2020	June 4, 2021
Website Posting of Health and Safety Plan		Scott Stuccio	Website	August 20, 2021	August 20, 2021

Health and Safety Plan Summary: Reach Cyber Charter School

Anticipated Launch Date: (8/3/20)

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>Reach Cyber Charter School (RCCS) Administrative Office will:</p> <ul style="list-style-type: none"> Require the use of PPE (masks, gloves, face-shields) Require Social Distancing & Frequent Hygiene Practices RCCS will follow the CDC’s Guidance for Cleaning & Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools CDC Guidance for Cleaning and Disinfecting Schools Clean and disinfect frequently touched surfaces and objects within Reach’s Office daily, including door handles, sink handles, and water coolers. Implement daily and weekly COVID-19 “Cleaning Activities Checklist” Janitorial Services to include daily onsite cleaning throughout the day of high touch areas, and common areas and end-of-day 360 Clorox spray. Limit the number of people in the building at one time. HVAC will be maintained with frequency.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 	<p>Related Services including Occupational Therapy, Physical Therapy, Counseling, Speech Language, Paraprofessional Support, and Psychological Testing will begin in a limited manner during with social distancing and PPE.</p> <p>Face to Face Student Events (Back to School/Camps) limited to 250 participants or less at locations with posted Health and Safety Plans and where social distancing could be practiced and PPE provided.</p> <p>STEM Activities (In Person) would not occur.</p> <p>Employees will be encouraged to use hand sanitizer provided at stations and/or wash hands prior to consuming food. Staff will be encouraged to eat at their desks.</p> <p>Hand sanitizing stations have been installed at entrances.</p> <p>Signage will promote good hygiene, COVID symptom screening, social distancing, and the wearing of PPE.</p> <p>Meal condiments and/or multi-use communal items within office refrigerators will be prohibited and our break room closed for eating in. Food delivery services will be picked up outside of facility.</p> <p>Office Staff Reports as directed by the CEO in a limited capacity of no more than 20.</p> <p>Appropriate staff will be trained on healthy hygiene practices. Teaching or nursing staff will be encouraged to share practices with students and their families.</p> <p>Ensure hand washing strategies include washing with soap and water for at least 20 seconds, especially after using the restroom;</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>	<p>before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at Least 60% alcohol.</p> <p>CDC - hand washing resources that include health promotion materials, information on proper hand washing technique, and tips for families to assist children develop good hand washing techniques</p> <p>Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices</p>
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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>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Symptom screening will be done by all parents/guardians/caretakers at home each morning before the school day or before a face to face related or psychological service is rendered</p> <p>No student will be made available for a face to face related or psychological service that is experiencing symptoms of Covid-19</p> <p>All Reach staff that work within the office and/or have been invited to the office will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>All Reach staff, vendors/ contracted related or psychological staff that work with students face to face will perform a symptom screen on themselves prior to meeting with, visiting or rendering a service face to face with a student, and will stay home if ill.</p>

	<p>Temperature screening for vendors/contracted related or psychological service is recommended but not required prior to rendering a face to face service to a student.</p> <p>If working within the office staff shall go home and/or seek medical attention if feeling symptomatic, and report it to HR.</p> <p>Staff will be consistently be made aware of signs and symptoms of COVID-19.</p> <p>Reach will share resources with staff and families to help families understand when to keep children home.</p> <p>When to Keep your Child Home</p> <p>School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people</p> <p>Close off the area used by a person testing positive for COVID-19 And do not use before cleaning and disinfecting.</p> <p>HR will notify staff and families confirmed cases while Maintaining confidentiality.</p>
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Maintain virtual instruction and activities.</p> <p>Require mask or shield unless eating or seated and engaged in activity more than 6 feet from somebody else.</p>

<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Require mask or shield unless eating or seated and engaged in activity more than 6 feet from somebody else.</p> <p>Maintain virtual instruction and activities.</p> <p>Plan for substitute teacher and staffing needs.</p>
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Office Procedures during Covid19

- You must wear a mask or face shield if walking around the office or in the same space with a person.
- If you are not well, do not come into the office and contact HR and your supervisor.
- Please take your temperature the night before you come into the office.
- If you have a fever the night before you are to work in the office, do not come in and contact HR and your supervisor.
- Please take your temperature the morning before you come into the office.
- If you have a fever in the morning before you are to work in the office, do not come in and contact HR and your supervisor.
- If you travel to a known hot spot out of state, recommendations are to quarantine upon your return and not come into the office for 10 days, and contact HR and your supervisor.
- If you are in contact with someone who has tested positive for Covid19, recommendation are to call your doctor, get tested, quarantine for 10 days, and contact HR and your supervisor.

- If you know someone is returning from out of the country, recommendations are to isolate from that person for 10 days or until the quarantine time is over and contact HR and your supervisor.
- Follow all safety protocols for social distancing and interaction.
- Refer to the Department of Education website and the CDC for more information and updates:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/Pages/DeterminingInstructionalModels.aspx> <https://www.cdc.gov/>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Reach Cyber Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(August 19, 2020)**.

The plan was approved by a vote of:

 6 Yes

 0 No

Affirmed on: **(August 21, 2020)**

By:

DocuSigned by:
David Taylor
280C477C9B3A482...

(Signature of Board President)*

David N. Taylor

(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.