

MQA Phased School Reopening Health and Safety Plan

This plan is based on the information available at the time of issuance and reflects changes as of July 17, 2020 and August 13, 2020. Changes to the plan will most likely occur as changes in government mandates are decided. This plan will be updated accordingly.

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Health and Safety Plan: **Mary Queen of Apostles School, Diocese of Greensburg**

Type of Reopening

Westmoreland County is currently in the Green Phase allowing schools to return back to their physical school buildings on daily basis with social distancing and masking protocols in place as mandated by the state. This will also be the case if the County moves to the Yellow Phase, though additional protocols or actions may be necessary at that time.

Mary Queen of Apostles School has a Pandemic Committee who has and will continue to review the plan as to the strategic educational and safety needs of the school. The plan will be posted on our school website at www.mqaschool.org, on school social media, and sent through SchoolMessenger, the email/text/phone notification system, to all registered families. Mary Queen of Apostles School will continue to follow the decisions and recommendations of government, health, and diocesan officials based on any changes in phases.

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

Anticipated launch date for in-person learning: August 31, 2020 with a scheduled launch of individual grades by site.

Monday: Grades 8 and 3

Tuesday: Grades 7 and 2

Wednesday Grades 6 and Pre-K 4

Thursday: Grades 5 and 1

Friday: Grades 4 and K

Determining Instructional Models during Covid-19

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

Full in-person

Blended Hybrid

Full Remote

All classrooms have 6 feet of social distancing making onsite learning possible for Low or Moderate Levels as indicated by the PA DoH monitoring system.

Changes to onsite learning may be determined by the PA Department of Health Covid-19 Early Warning Monitoring Dashboard

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Monitoring-Dashboard.aspx>

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.

- **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)
Catherine Collett	Administration	Both Plan Development and Response Team
William Staniszewski	Administration	Both Plan Development and Response Team
Jennifer Fliss	Administration	Both Plan Development and Response Team
Julie Hansen	Administration	Both Plan Development and Response Team
Jeff Simoni	Building Manager & Maintenance	Both at GS only
Dan Ash	Maintenance	Both at FRS only
Laurie Pujol	Food Service Director	Plan Development
Tykia and Michael Andree	Parent	Plan Development
Lori Lecker	Parent	Plan Development
Julie Butler	Faculty	Both
Jayne Hadley	Faculty	Plan Development at FRS only
Amy Tassone	Faculty	Plan Development at GS only
Brandi Figueroa	Administration	Both

Key Strategies, Policies, and Procedures

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase and Green 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. MQA believes that the steps for both stages should be the same. The very best actions are completed for both phases.
- **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

Summary of MQA's Cleaning Process:

- All buildings will be cleaned and disinfected or sanitized prior to the start of the school year.
- During the school year, facilities will be cleaned and disinfected or sanitized daily as detailed in the pages ahead.
- Supplies and products that meet CDC and OSHA requirements have been procured for summer cleaning, disinfecting, and sanitizing. Replacement of supplies will continue throughout the school year. Grants for Protective Personal Equipment (PPE) such as Plexiglas lunchroom dividers and hanging sneeze guards were written and ordering is underway.
- Our maintenance and custodial staff will implement cleaning protocols throughout the school day in common, high traffic areas such as entry points, hallways, stairways, cafeterias, and gymnasium.
- Teachers will implement and practice classroom procedures to minimize use of and manage cleaning of high-touch surfaces such as doorknobs, light switches, and pencil sharpeners throughout the day. Instructional materials will not be shared, but rather assigned to individual students.
- Each room has a hand sanitizer dispenser to be used when entering and leaving any area. Sanitation wipes, disinfectant spray, and UV sanitizing wands are available in every room to be used as/if needed.
- Restrooms at both locations have hands-free faucets and paper towel dispensers.
- Ventilation procedures include running air conditioners to circulate air, opening windows to allow for air exchange, and at GS running air exchangers throughout the day. Filters in the HVAC system will be high efficiency and will be changed frequently.
- While students are in the classrooms, maintenance and custodial staff will disinfect common areas including high-touch items like handrails, doorknobs, light switches, fountains, and restrooms.
- Cafeteria will be disinfected between each use and at the end of each day.
- Classrooms that are not used continually will be cleaned and disinfected throughout the day. Classrooms that are used continually will be cleaned and disinfected after students leave for the day, in addition to the high-tough surface cleaning that will take place throughout the day.
- All maintenance and custodial staff will be trained in the disinfection and sanitization procedures. Maintenance staff are trained in ventilation protocols and maintenance.
- In addition, we have purchased Electrostatic Disinfection Sprayers for each building. You can learn more about this technology at <http://www.green-gorilla.com>. In short, this is a quick and effective way to achieve 360-degree, touchless disinfection of any surface. Electrostatic sprayers use positive and negative charges to make disinfecting solutions electromagnetically stick to targeted surfaces. When paired with the cleaning solutions used with this technology, it is considered highly effective in killing bacteria and viruses in just a few minutes. Rooms can be disinfected in 5-10 minutes per room.
- All faculty and staff will be trained on our School Reopening Health and Safety Plan and provided with a checklist on safety protocol during in-service days. Students will receive training and practice procedures with their teachers during the first week of

school, with reminders throughout the year. The planning team will meet weekly to review the protocols and determine if any changes are needed.

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)
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<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>Classrooms and offices</p> <ul style="list-style-type: none"> • Daily general cleaning including vacuuming of carpets, trash pickup, etc. • Daily sanitizing laptops/iPads, other materials • Multiple times daily, frequent disinfecting of high-touch areas such as light switches, doorknobs, pencil sharpeners • Daily: disinfecting of counter surfaces, desks and chairs, Plexiglas desk corrals • Daily: airflow maintained with open windows, mechanical room devices and air conditioners • Hand sanitizing dispensers at the entry/exit point of every room • Restrooms at both locations have hands-free faucets and paper towel dispensers • Disinfecting wipes, sprays, UV wands and hand sanitizers in every room; to be used regularly between classes • Materials will not be shared; students will have their own devices, papers and storage box for needed materials and other manipulatives • Students are to bring a refillable water bottle. • Electrostatic disinfecting sprayers will be used daily across both sites <p>Hallways and Stairwells and Entry Points</p> <ul style="list-style-type: none"> • Daily cleaning of hallway, stairwell, and entry point floors • Deliveries brought to specified location at entry point and 	<p>Same as yellow phase</p>	<p>Maintenance and custodial staff, Facilities Coordinator</p>	<p>Electrostatic disinfecting spraying machines Hand-held UVC sanitizers Disinfectant spray Disinfectant wipes Hand sanitizer Hand sanitizer dispensers</p>	<p>Training on equipment Review of cleaning protocols to CDC/OSHA codes.</p>
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	<p>disinfected as possible (e.g. disinfecting spray on box)</p> <ul style="list-style-type: none"> • Frequent disinfecting of light switches, entry doors hardware, handrails • Hand sanitizing dispensers at the entry/exit point of every room • Gloves, masks and hand sanitizer available at all entry points for visitors <p>Restrooms and Fountains</p> <ul style="list-style-type: none"> • Daily cleaning and disinfecting of restroom floors, toilets, urinals, sinks, and dispensers • Frequent disinfecting of restrooms throughout the day, especially handles and faucets • Frequent disinfecting of water fountains used to refill student water bottles throughout the day; drinking fountains without the attachment for refilling water bottles will be disabled • Students are to bring a full, refillable water bottle daily • Fountains will be equipped with bottle filling stations <p>Gymnasium:</p> <ul style="list-style-type: none"> • Social distancing will be maintained throughout class • Locker room use will be limited • Contact will be limited • Daily disinfecting of gymnasium space on days used as a student space for PE or classes • Weekly general cleaning of space if not used regularly • Minimize equipment sharing, and clean and disinfect shared 				
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	<p>equipment between use by different people.</p> <ul style="list-style-type: none">• Rotate p.e. class lessons so equipment does not need to be shared.• Disinfect p.e. class equipment if the same equipment will be used by another class.• Outdoor spaces will be used for p.e. and recess whenever possible; students are advised to dress for the weather• Gyms will run air handlers for .• tion when students are present <p>Cafeteria:</p> <ul style="list-style-type: none">• Disinfecting of tables, chairs and Plexiglas table dividers completed between each use• Complete cleaning and disinfecting at end of lunch/day• Daily airflow maintained with open windows, mechanical room devices and air conditioners• Hand sanitizing dispensers at the entry/exit point and students will wash hands before/after lunch• Lunch periods will be staggered as necessary to ensure social distancing• Disposable trays and utensils will be used.• Students are given meals at end of serving line. No one has contact with the serving line but those preparing and serving the meals• Cafeteria staff are trained annually in safety protocols.• Additional safety procedures specific to Covid-19 include:				
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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)
	<ul style="list-style-type: none"> ○ Gloved staff to crack open bottles as handed to students, pull open milk containers as handed to students, and/or open difficult packaging as handed to students ○ Prepackaged fixings for salads ○ Individual snack food ○ Limit lunch ala carte options 				
Other cleaning, sanitizing, disinfecting, and ventilation practices	Ventilation & Sanitizing Equipment <ul style="list-style-type: none"> • Check ventilation systems for proper operation • Clean, replace high-efficiency filters • Increase air flow by opening windows where possible and leaving hallway doors open, entrance doors will remain closed and locked • Check and maintain room air conditioner units, using high-efficiency filters if possible • Maintain sanitizing equipment daily 				

Social Distancing and Other Safety Protocols

Summary of MQA's Social Distancing Protocols:

- Every classroom and common area will be arranged to maximize social distancing between students and staff.
- Students are seated six feet apart at individual desks, faced in the same directions and using all classroom space.
- Extra furniture and special items such as bookshelves, chair seating, tables, etc. are removed from rooms.
- Classes will remain together throughout the day, staying in their homeroom for all classes as possible. Teachers will come to the homeroom to have class, with the exception of P.E., music, and art.
- When moving from one's desk in the main class setting, a face mask is required.

- Every effort will be made to limit and minimize the number of students in common spaces, and social distancing and face masks will be enforced when in those spaces. These include the cafeteria, gymnasium, playground, hallways, and entry points. Each child is required to bring an extra mask in a plastic Ziploc bag labeled with name and grade to be stored in the homeroom.
- Lanyards will be provided to hold face masks.
- Face shields are provided. They are cleaned daily with a UV wand. They will be replaced if damaged.
- As weather permits, outdoor spaces will be utilized for p.e. class and recess.
- In some cases, an outdoor area may be used for class following social distancing protocol at the Greenwald Site.
- Regular hand washing following restroom use, lunch and PE classes plus hand sanitizing routines between classes will be followed throughout the day. Use of hand sanitizer when using tissues is also encouraged.
- Districts will determine bus protocols and procedures. Students will be required to wear face coverings on the bus in accordance with state order. Parents/guardians are encouraged to transport their student(s) to school if at all possible.
- All visitors are required to schedule appointments to visit the school and are limited to critical visitors only. Non-essential visitors will not be allowed on premises for the foreseeable future. Telephone or Zoom meetings are encouraged as an alternative to in-person meetings.
- In circumstances where meetings cannot be pre-arranged, visitors may be limited in their access to the school and will need to wait in the lobby or use a lesser used room at each site if the meeting is critical.
- All critical visitors must follow entry protocol including a temperature check, and review of potential COVID-19 exposure.
- All visitors will be required to wear a mask before entering the building in accordance with state order.
- The following consistent practices will be followed by all grade levels:
 - Handwashing/sanitizing and social distancing; wearing masks to enter the building and exit it at arrival/dismissal, when walking to classrooms/cafeteria or in hallways and other common areas.
 - Once in a classroom, the distance between desks and the addition of Plexiglas corrals, which we are currently in the process of procuring, and the face shield provided to each child by the school will permit the removal of face masks for academic reasons so the entire face can be seen, to share interactions and build rapport and as a short break throughout the day.
 - Parents may request that their child(ren) also use face mask.
 - All faculty and staff will be trained on safety protocol expectations and provided a copy of the school health and safety plan and checklists for to guide the training of students and to practice the protocols and procedures.
 - Adults will be trained during in-service time. Students will receive training within the first week of school with reminders throughout the year. Weekly meetings of the pandemic committee will review the plan and the protocols and procedures and adjust as/if needed.

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>	<ul style="list-style-type: none"> Maintenance in conjunction with teachers will determine what furnishing will be stored or removed or arranged to provide maximum space to distance student desks. Teachers will have a space for teaching lessons and holding a computer streaming of lessons if possible. Sharing of learning materials will be extremely limited with a focus on sanitization between uses and digital platforms will be prioritized. 	<p>Same as the yellow phase</p>	<p>Teachers and administration Maintenance, cafeteria staff</p>	<p>Measures, plastic, 3-sided shields for desks, replacement of tables as needed, new desks, teacher rolling podiums</p>	
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> Configure the cafeteria at GS with 6 feet between all 8 foot tables; configure Marble Hall at FRS the same 50% capacity or less will be maintained Sharing or trading of food among students is prohibited Maximum of two students per table at either location Use Plexiglas shields for each student Increase the lunch periods Stagger lunch periods and use the electrostatic sprayer in between lunch periods. 				

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> • Teach and reinforce hand washing with soap and water and hand sanitizing for at least 20 seconds and increase monitoring to ensure adherence among students and staff. https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf. • If soap and water are not readily available, hand sanitizer can be used (for staff and students who can safely use hand sanitizer). • Teach correct way to remove and place face masks. Attach the lanyard to the sides of the mask https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf • Encourage staff and students to cover coughs and sneezes with a tissue or cough/sneeze into your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer can be used (for staff and students who can safely use hand sanitizer). • Teach and reinforce use of face coverings and lanyards among all staff. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should 				
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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>be worn by staff and should be used for students (particularly older students) if feasible and are most essential in times when physical distancing is difficult in accordance with state order.</p> <ul style="list-style-type: none"> • Staff will wear masks and shields. When teaching and at a distance of 6 feet or more, the shield will suffice. This is acceptable since all students will also have Plexiglas shields surrounding their spaces. • Students will also be provided face shields. With these in place the ability to remove a cloth mask for breaks or classes when seated should be reasonable. Any parent that does not want a cloth mask removed will notify the school/teachers. • If a student has a medical condition that prevents the use of a face mask, a light face shield in common areas is required and a doctor's note is required. Remote learning is also an option. • Have adequate supplies to support healthy hygiene behaviors, including soap in restrooms, hand sanitizer, and tissues, and UV wands in every room. 				

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>	<ul style="list-style-type: none"> • Signs about preventing the spread of COVID-19 will be posted in every room, at all entry points, bathrooms and in common spaces • Symptom signage for students posted in entry points https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-k-12-school-posters-stay-home-when-sick.pdf • Signs about symptoms of Covid-19 will be shared to families and staff https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf • COVID-19 safety resources and updates will also be available on the MQA website • Signs announcing the top three measures that will stop the spread of germs: <ol style="list-style-type: none"> 1. Wash hands for 20 seconds with soap and water or use hand sanitizer 60% alcohol for 20 seconds 2. Social distance yourself from others 3. Wear masks, mask lanyards and face shields when moving beyond your “home base” in the classroom. 				

<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> • Parents or visitors dropping off an item to be delivered to a student will be given access to the school's entrance and asked to leave the item on a table at the entrance. • Parents/guardians wishing to pick up their child for an appointment will be given access at the main entrance to sign out the child and will wait in the entrance area until their child arrives at the office. • No visitors will be permitted entry to the building or office area unless they have a previously scheduled appointment with school staff and previously approved by the principal. • Visitors are limited to individuals who are <u>essential</u> to educational programming, building operations, or district personnel. • Food service deliveries occur in a non-school building entrance at FRS; at GS deliveries are brought to the access controlled security entrance. Maintenance will transport within the building • Parents/guardians will only be permitted entry for a critical scheduled meeting teacher/administrator for conferences. Teleconferences or Zoom meetings are encouraged. • All visitors must consent to a temperature check and sign a form attesting to being symptom-free for the past 14 				
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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>days and not been recently exposed to anyone</p> <ul style="list-style-type: none"> • Visitors must wear a mask. 				
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> • Minimize equipment sharing, and clean and disinfect shared equipment between use by different people. • Rotate p.e. class lessons so equipment does not need to be shared. If needed disinfect equipment between classes • During times when students are actively participating in class, attention should be given to maintaining social distancing by increasing space between students • Utilize activities that are individual in nature as often as possible • Locker room use will be limited as it relates to CYO sports and other facilities • Contact will be limited 				

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)
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • Ensure adequate supplies to minimize the sharing of high-touch materials to the extent possible • Assign supplies to a single student using lidded boxes to hold materials. When it is time to switch out materials, the ones being returned will be sanitized. • Avoid sharing of drinks, food, and utensils • Avoid sharing electronic devices, books, and learning aids. Have such things assigned to individual students. • Avoid allowing students to bring any non-related school items to school such as personal toys or games. • For any item that needs to be shared, it will be disinfected between uses 				
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Hallways and communal spaces will be staggered when possible. • Signs will be used to identify directional and social distancing guidelines in all common areas • Students will walk in hallways single file. • Stagger classroom dismissals between periods as needed. 				

<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> • All districts encourage parents/guardians to provide transportation to and from school for their student(s). • Social distancing must be maintained during this time • Class times, start times and dismissal times may need to be modified to allow bus runs and cleaning to occur. • Arrival will now be from 7:30 8:15 with bus and car drivers allowing for 6 foot distancing at entry point; students must wait in the bus and car until there is space available in the entry line. • Dismissal will be staggered according to bus arrival followed by car rider dismissal by family. Students will be staged for bus dismissal at FRS one bus at a time and will wait in classrooms at GS. Students will wait in classrooms at both sites and be called for car dismissal according to scheduled dismissal times, staggered to accommodate parking lot capacity at each site. • In the mornings students will proceed directly to their classroom after temperature check. Teachers will monitor hall access for distancing. • Throughout the day, schedules and teachers will monitor travel in hallways to ensure social distancing • To prepare for dismissal students will have lockers assigned in different locations and will access these at 				
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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>different times to ensure social distancing.</p> <ul style="list-style-type: none"> • For any tardy arrivals, arriving children will report to the quarantine room for screening after being admitted by attendance office staff • The Districts of Residence will provide transportation for students following their protocol. • Students will be required to wear face coverings in accordance with state order. • Parents/guardians are responsible for monitoring wellness of students prior to boarding the school bus 				

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> • All classrooms will have seating that allows for six feet between desks as feasible • Social distancing protocols will be utilized to the fullest extent possible. • Classes will stay together throughout the day possible and will remain in the homeroom. Teachers will rotate to the homerooms as needed. • Interaction between groups of students will be restricted • At Greenwald, the 8th Grade Buddy program will move to virtual only (e.g. email/Zoom) • Classes will be held outside if at all possible • As previously noted, desks will be facing the same way and Plexiglas shields will be installed. 				

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> • Daily changes in attendance at Extended Day is confirmed in the morning and re-confirmed prior to dismissal. • Parents are contacted if arrangements are unclear, unusual, or if a child seems confused by the day's Extended Day schedule • School calendars may be provided to local day care centers. • Changes in the school calendar should be communicated to parents by School Messenger in a timely manner so that they may adjust their childcare needs accordingly. 				
Other social distancing and safety practices	<ul style="list-style-type: none"> • Personal items not essential to learning and school work being brought to school will be discouraged; thus, limiting the need or frequent use of/visits to lockers and classroom cubbies • These spaces are used only for texts and bookbags with teachers staggering visits to ensure social distancing can be maintained 				

Monitoring Student and Staff Health

Summary of Student and Staff Health Procedures:

- Daily screening of students and employees will be used for prevention and as a mitigation strategy.

- Self-checks prior to arriving on campus, as well as temperature checks upon arrival are specific strategies for adults and all visitors.
- Students will not be given a self-check list, parents will be provided that for home checks prior to sending a child to school.
- This will become part of our daily school routine.
- Protocols for how to handle symptomatic individuals during the school day is just as important. We are encouraging prevention and for keeping students home with even the slightest related symptoms, without letters of denoting excessive school absences.
- An isolation room and process will be set up for any students or staff who begin to feel ill during the school day.

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)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> • Check temperature and address signs and symptoms of students and employees in the building daily upon arrival • https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf • Anyone with a temperature of 100.4 or greater will not be allowed to stay on premises; students will be moved to the isolation room until a parent can pick them up; staff will be sent home • Conduct routine, daily health checks (e.g., temperature and symptom screening) which include checks for history of exposure for those who report feeling ill • Use criteria for staying home: <ul style="list-style-type: none"> ○ Fever of 100.4 or more ○ Use of medication to reduce fever ○ Onset cough ○ Shortness of breath, difficulty breathing ○ Onset of loss of smell or taste ○ Combination of two or more of the following: <ul style="list-style-type: none"> ▪ Onset runny nose/congestion, chills, onset muscle pain, nausea/vomiting, diarrhea, onset headache, onset fatigue • To address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases: We will not identify 	<p>Same as the yellow phase</p>	<p>Administration and health professionals</p>	<p>Checklists, reports, thermometers</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>broadly by name anyone associated with a possible COVID-19 cases. We will use it only in the contract tracing process to identify anyone who has been in direct contact with the individual (Direct Contact is defined as 15 minutes or longer while being less than 6 feet apart). All involved will be asked to maintain discretion and confidentiality.</p> <ul style="list-style-type: none"> • Develop a system for home/self-screening and include reporting procedures when home screening results in a student's or teacher's absence • Encourage staff to stay home if they are sick and encourage parents to keep sick children home. We will be as flexible as possible in our attendance policy for students and staff. • Adopt flexible attendance policies for students and staff. • Parents will be reminded that fever-reducing medications should not be used to lower a student's temperature below 100.4 and then send them to school. 				

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> • School administrators and nurses will identify an isolation room or area to separate anyone who exhibits COVID-19 like symptoms. • Close off areas used by a sick person and do not use before cleaning and disinfection. • Isolation process consists of the following: • Isolate the student/staff to the isolation room • Get them a mask to put on immediately, if they don't already have one. • Gather information from them regarding who they have contacted and what areas of the building they may have been in over the last several days. • Arrange safe travel for them to return home and recommend they reach out to their health care provider immediately to identify next steps for potential flu or COVID-19 testing • Where feasible, close off areas used by the ill person and open outside doors and windows to increase air circulation in area. • Maintenance should clean and disinfect all areas the person may have come in contact with utilizing proper PPE (at a minimum rubber gloves and N95 respirator). <p>Student or staff present with symptoms:*</p> <p>If symptoms are not consistent with COVID:</p> <ul style="list-style-type: none"> • Assess using normal school policies 				
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	<ul style="list-style-type: none"> • Return to school <p>If symptoms are consistent with COVID-19:</p> <ul style="list-style-type: none"> • Isolate from non-symptomatic students/staff • Send home with referral to health care provider. • Evaluation by healthcare provider/investigation and notification by Public Health** • Positive COVID-19 test (case) or person is a close contact to person with COVID-19 – isolate case for 10 days/quarantine contact for 14 days • PA Dept. of Health (DOH)/County-Municipal Health Departments (CMHD) staff contacts individual or parent/ guardian and school entity to provide guidance and recommendations, including isolation for the case and quarantine for close contacts • Return to school*** <p>* Notifying DOH or CMHD staff is not necessary for symptomatic students, staff, and faculty as other non-COVID-19 illnesses may present with similar symptoms. School nurses should contact DOH CMHD staff for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member or school visitor.</p> <p>** For staff and students, who are not currently a close contact or quarantined, presenting with</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>symptoms that may be associated with COVID-19 may return to school when any one of the following applies:</p> <ul style="list-style-type: none"> • Symptomatic individual/child not tested: exclude for 10 days from symptom onset AND at least 24 hours after fever from resolution (if present) AND improved respiratory symptoms; or • Symptomatic individual/child clinically cleared by primary medical doctor, certified school nurse or other health care provider: exclude until afebrile for 24 hours (if fever present) and symptoms improving; or • Symptomatic individual/child with test negative: exclude until afebrile for 24 hours (if fever present) AND improved respiratory symptoms <p>***There is no need for a negative test for students/staff diagnosed with COVID-19 to return to school. Follow public health isolation guidance. https://www.health.pa.gov/topics/disease/PublishingImages/Case-Contact.png</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>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> • The state mandates that the school receive guidance from the state DOH when notified of a COVID case or exposure. • Schools will follow all recommendations of the state, CDC or DOH pertaining to the return of staff, students, or visitors to the school. • Implement flexible sick leave policies and practices, if feasible. • Refer to most recent DOH/CDC Guidance on Home Isolation or Quarantine and Returning to Work. • https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html 				
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<ul style="list-style-type: none"> • Use of school-wide notification system, SchoolMessenger, via text, email, and/or phone call to notify families of schedule modifications, closures, or any other immediate needs. • Changes will also be posted to the school website. 				

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)
Other monitoring and screening practices	<ul style="list-style-type: none"> • Employees will self-monitor each day. Self-monitor prior to reporting to work using the “Daily Self-Check” provided by the district: • Check your temperature daily – your temperature must be 100.3 or below; however, you are encouraged to work from home with even the slightest temperature. • If an employee has any signs or symptoms related to Covid-19, they should STAY Home and notify their supervisor. 				

Other Considerations for Students and Staff

Summary of Key Considerations for Students and Staff:

We plan to take a responsible approach to protect everyone with additional options to protect the vulnerable within the means of facility and space and multiple efforts of protection. The use of personal protective equipment (PPE) as a matter of regular routine during the normal school day, especially for our more vulnerable or compromised individuals, is the first and most important step. More aggressive mitigation strategies, social distancing and limiting movement for those who are at risk can be considered as feasible. We will be committed to working with all families to meet their needs, especially those with children who have compromised immune systems or other diagnosis that would require more remote instruction as opposed to face-to-face.

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)
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<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> • Students and staff are asked to do a self-health check before reporting to school. If symptoms are present, they are to remain at home. • All students, staff and visitors will submit to a temperature check by a touchless, scanning thermometer kiosk with facemask recognition upon entering the building. • Students will be able to take advantage of distance learning should the student or a family member become ill or exposed to COVID or if the family believes it is unsafe for the student to return to the physical school location. • Staff has a variety of options should they be unable to report back to work due to being at high risk for infection or they must self-quarantine due to COVID exposure.. Sick leave, sabbatical leave, and other leaves may be considered along with the FFCRA, and FMLA leaves. • Adopt flexible attendance policies for students and staff. • Protect employees at higher risk for severe illness by supporting and encouraging options to telework, when possible. • Explore offering duties that minimize higher risk individuals' contact with others. • Cancel all non-essential travel as necessary • If traveling, a 14 day quarantine upon return from a 	<p>Same as for the yellow phase</p>	<p>Administration, nurse professionals</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>hot spot location is to be followed.</p> <ul style="list-style-type: none"> • During school vacations, we recommend families follow protocols for Covid-19. Contact with those from a state identified as a hot spot are to quarantine for 14 days. • Visit https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx for updated travel locations 				
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> • Staff must wear masks or shields upon entering or exiting the building. • Staff must wear masks or shields when working with students. • Staff must wear mask or shields while cleaning the classroom. • Staff must wear mask or shields should they become ill in school. • Provide protective face masks to visiting adults. • If a staff has a medical condition that prevents the use of a face mask, a light face shield in common areas is required and a doctor's note is required. 				

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>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> Requirements for the use of face coverings for students may change depending upon the extent of COVID outbreak in specific states or geographical areas. Whether students are required to use a face covering during the school day will be dependent upon the mandates of the Governor of the State of Pennsylvania at the time of school opening or throughout the year. In addition, every effort will be made to follow the recommendations of the PDE, CDC, and PA Dept. of Health. Currently, all students and staff must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside. Students who become ill must wear a face covering until they can be dismissed to a family member. (See isolation room procedure above.) 				

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	<ul style="list-style-type: none"> Students who are unable to wear face coverings due to a medical condition will be required to present a note from a licensed physician requesting that accommodation. Students who are at high risk for infection, have a family member who is high risk, or who believe that it is unsafe to attend school in the physical location will be considered for distance instruction upon meeting with the school administration. 				
Strategic deployment of staff	<ul style="list-style-type: none"> Staff may have additional duties assigned to them to help ensure the safety of students. 				

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	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Procure and learn how to use electrostatic sprayers (INCLUDE link to definition as per above)	Maintenance	Facilities Coordinator	Individual or small group	Disinfectant product; sprayer; wands	June 2020	August 2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
HVAC systems	Maintenance	Facilities Coordinator	Individual or small group	Cleaners, high-efficiency filters	July 2020	August 2020
Monitoring for symptoms	Staff	School nurse/nurse paraprofessional	In-service meeting SchoolMessenger notice to families and staff with checklist	Temperature scanners, self-monitoring checklist, Isolation room procedure https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf	August 2020	August 2020
Isolating those who become sick or demonstrate a history of exposure	Staff	School nurse/nurse paraprofessional	Individual meeting	Prepared location in each site	August 2020	August 2020
Providing alternative remote learning	Staff	Administration and Teacher Trainers	In-service and summer trainings	Schoology, Educreations, SeeSaw, Discovery Ed, BrainPop, Renaissance products, Office 365, Forms, OneDrive, IXL, Zoom	As requested	Ongoing
Hygiene practices	Staff	Nurse Paraprofessional/Health & PE Teacher	In-service	Hand soap, hand sanitizer, UV wand	August 2020	August 2020
Face shields for students	Students	Office of Catholic Schools, Administration	Classroom meetings with administrator	Face shields	August 2020	September 2020
Plexiglas barriers for Cafeteria	Students	Office of Catholic Schools, Administration	Installation	Barriers and installation materials; maintenance staff	August 2020	August 24, 2020
Clear tri-fold desk shields/hygiene barriers for student's desks	Students	Office of Catholic Schools	Installation	Barriers, installation materials, maintenance staff	August 2020	August 24, 2020

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<p>Communicate to staff, parents and guardians that any additional family members or care givers that need information pertaining to health and safety protocols should send the email address, cell phone and/or landline phone numbers to the immediate attention of the administration staff so that these contacts are added to the SchoolMessenger application.</p>	<p>Staff, parents and guardians, caregivers</p>	<p>Principal</p>	<p>SchoolMessenger text, phone, and email</p>	<p>August 2020</p>	<p>Ongoing</p>
<p>Communicate to staff, parents and guardians that anyone who elects to block transmission of SchoolMessenger messages activates the service by texting Y to 67587</p>	<p>Staff, parents, guardians</p>	<p>Principal</p>	<p>SchoolMessenger text, phone, and email</p>	<p>August 2020</p>	<p>Ongoing</p>
<p>Communicate to staff, parents and guardians that their email service should be set to accept communications from @mqaschool.org and @dioceseofgreensburg.org to ensure that messages do not go to spam or junk folders</p>	<p>Staff, parents, guardian</p>	<p>Principal</p>	<p>SchoolMessenger text, phone, and email</p>	<p>August 2020</p>	<p>Ongoing</p>

Health and Safety Plan Summary: **MQA**

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	
* Cafeteria is also able to maintain social distancing at both locations.	
* 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	
Limiting the sharing of materials among students	
Staggering the use of communal spaces and hallways	
Adjusting transportation schedules and practices to create social distance between students	

Requirement(s)	Strategies, Policies and Procedures
<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
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	

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) <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	

