



*respective solutions*  
GROUP

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# Phased School Reopening Health and Safety Plan



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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: The Respective Solutions Group, Inc. Nita M. Lowey 21<sup>st</sup> CCLC Afterschool Program**

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

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

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

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



## Type of Reopening

### Key Questions

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

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **September 8, 2020****

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Andrea Dolges	RSG afterschool programs	Both
Paul Kellelt	RSG Board of Directors	Both
Sue Sheehan	RSG afterschool programs	Both
Shari McConnell	RSG Board of Directors	Both
Ken Jubas	RSG Board of Directors	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:

RSG will work with the LEA to follow building level protocol for health and safety, aligned to agency policy and to the LEA Health and Safety plan. RSG will support janitorial services and practices in each school building, assuring high standards of prevention and intervention practices around CDC guidelines for COVID-19. Protocols for cleaning will include any space where student contact has been made with surfaces. Training on cleaning, sanitizing, disinfecting, and ventilation will be provided to all RSG staff aligned to the CDC guidance provided by the Department of Health and Governor's office. A pre/ post test will be provided in staff training to measure preparedness.



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)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	All staff wear masks; hand sanitizer provided for in-program use; all surfaces wiped down before after and during program as needed. All students must use proper handwashing techniques during program. Appropriate 6 ft. social distancing of students and staff in programs. Use of disposable drinking cups / beverages and no water fountain use without disposable cups. Limited transportation approved by LEA / bus company following social distancing and wipe down / sanitizing of bus between runs.	All staff wear masks; hand sanitizer provided for in-program use; all surfaces wiped down before after and during program as needed. All students must use proper handwashing techniques during program. Appropriate 6 ft. social distancing of students and staff in programs. Use of disposable drinking cups / beverages and no water fountain use without disposable cups. Limited transportation approved by LEA / bus company following social distancing and wipe down / sanitizing of bus between runs.	Sue Sheehan / Amelia Contreras	Hand sanitizer, masks for staff, cleaning / disinfectant spray and papertowels / Clorox type wipes, disposable cups and snack packages.	Y
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	Student's personal masks and personal hand sanitizer (if provided by caregivers).	Student's personal masks and personal hand sanitizer (if provided by caregivers).	Sue Sheehan / Amelia Contreras.	Provided by students / families.	Y

## 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:

Learning spaces will be designated by LEA for best practices and 6 ft. social distancing. No other indoor communal spaces will be utilized. Outdoor space will be negotiated with 6 ft. social distancing and "no touch" activities. Hygiene routines will be followed with bathroom breaks enroute to outdoor time or as scheduled with students in social distanced lines and education of handwashing with check-ins to assure practices are followed. Training will be provided before the school year to staff or through initial employment processes. Social distancing protocols will not differ based on age in RSG programs. No visitors or volunteers will be allowed to work with students. Caregivers will meet at the door for individual pick up and to sign in/out students. Clipboard and pen will be sanitized with each 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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Afterschool program staff will measure out 6 ft social distancing in classrooms / program space; review and practice outdoor social distancing acceptable activities and practice staff drills in training around social distancing and no- touch activities.	Afterschool program staff will measure out 6 ft social distancing in classrooms / program space; review and practice outdoor social distancing acceptable activities and practice staff drills in training around social distancing and no- touch activities.	Andrea Dolges / Sue Sheehan	Fitness activities and playground protocol under COVID-19 best practices.	Y

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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	All snacks will be handed out to students. Students will consume snacks at social distanced classroom seats. Students will individually dispose of wrappers / containers one-by-one.	All snacks will be handed out to students. Students will consume snacks at social distanced classroom seats. Students will individually dispose of wrappers / containers one-by-one.	Sue Sheehan / Marcell's Marquez	Snacks (provided by agency and community)	Y
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students and staff will follow building / district protocol and CDC recommended hand washing practices. If a student has COVID-19 type symptoms they will be immediately quarantined then sent home. Families will be notified while maintaining confidentiality of student.	Students and staff will follow building / district protocol and CDC recommended hand washing practices. If a student has COVID-19 type symptoms they will be immediately quarantined then sent home. Families will be notified while maintaining confidentiality of student.	Sue Sheehan / Amelia Contreras.	Hand Soap, papertowels, hand sanitizer.	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	As we operate in school district facilities these signs will be posted by LEA and reviewed by RSG program staff daily	As we operate in school district facilities these signs will be posted by LEA and reviewed by RSG program staff daily.	LEA	NA	Y
* Identifying and restricting non-essential visitors and volunteers	Visitors and volunteers will not engage or interact with students during this phase.	Visitors and volunteers will not engage or interact with students during this phase.	Sue Sheehan	NA	Y



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)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	All activities will be conducted outdoors with 6 ft. social distancing using no-touch activities (also not touching sports equipment). Sample activities may include jumping jacks, walking, jogging, and other no-touch fitness.	All activities will be conducted outdoors with 6 ft. social distancing using no-touch activities (also not touching sports equipment). Sample activities may include jumping jacks, walking, jogging, and other no-touch fitness.	Sue Sheehan / Amelia Contreras / Andrea Dolges	Sanitizing wipes and spray cleaner / paper towels for outdoor equipment.	Y
<b>Limiting the sharing of materials among students</b>	Materials will not be shared unless absolutely necessary. In events where materials must be shared they will be sanitized before the next student handles them.	Materials will not be shared unless absolutely necessary. In events where materials must be shared they will be sanitized before the next student handles them.	Sue Sheehan / Amelia Contreras / Andrea Dolges	Disposable Paint / glue/ other containers or supplies distributed for ongoing use students may keep. (nonshared)	Y
<b>Staggering the use of communal spaces and hallways</b>	Lines will include 6 ft. social distancing and preference for hallway use when no other groups or students are present.	Lines will include 6 ft. social distancing and preference for hallway use when no other groups or students are present.	Sue Sheehan / Amelia Contreras / Andrea Dolges	Measuring tape, Access to multiple spaces / rooms based on attendance.	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	Transportation protocol of bus companies and districts will be followed. Parent / Caregiver pickup will be preferred. Those busses operated / used will follow 6ft. social distancing guidelines and be sanitized between runs. RSG will consider the cost/ benefit of transportation during COVID-19.	Transportation protocol of bus companies and districts will be followed. Parent / Caregiver pickup will be preferred. Those busses operated / used will follow 6ft. social distancing guidelines and be sanitized between runs. RSG will consider the cost/ benefit of transportation during COVID-19.	Sue Sheehan / Amelia Contreras / Andrea Dolges	Bus company and district protocol, sanitizing wipes / spray or bus company sanitizing foggers (part of contract).	Y



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	We will maintain a 10-1 staff to student ratio, expand to an added classroom if needed to follow 6 ft. distancing and not allow more than 20 youth in one classroom space for typical classroom sizes. The use of larger spaces may be merited as available in buildings.	We will maintain a 10-1 staff to student ratio, expand to an added classroom if needed to follow 6 ft. distancing and not allow more than 20 youth in one classroom space for typical classroom sizes. The use of larger spaces may be merited as available in buildings.	Sue Sheehan / Amelia Contreras / Andrea Dolges	Multiple classrooms or adequate space.	Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	(developed by the 21 <sup>st</sup> CCLC program for program use only)	(developed by the 21 <sup>st</sup> CCLC program for program use only)	Andrea Dolges	As indicated	Y
Other social distancing and safety practices	Point / Shoot (no-touch) thermometer, sanitizer for students and staff that no symptoms are present.	Point (no-touch) Thermometer, sanitizer for thermometer, verification by students and staff that no symptoms are present.	Sue Sheehan / Amelia Contreras / Andrea Dolges	Thermometers for each site, sanitizer for thermometers, clip boards, pens, sign in sheets.	Y

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?



- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

#### Summary of Responses to Key Questions:

We will have daily sign in sheets to verify that students are not displaying / experiencing symptoms of COVID-19 and also use a thermometer (roll type) in instances where youth indicate not feeling well or appear to have a fever. Monitoring will be ongoing during afterschool programs with verification taking place at the start of program time. If a staff or student is exposed during afterschool we will notify all students's families and staff while protecting the confidentiality of the individual that they were exposed on "x date" and require closure of the program for 14 days. Isolation and immediate closure of the program will occur in the instance we find this information during a program. The school district point of contact will be notified immediately. The President and project directors will be responsible for making decisions in these areas with support from the board of directors. Students or staff who have been COVID-19 positive (active) will need to have a return note from a physician and be engaged in school-day services. Staff who are not able to return forfeit their positions with the organization / program. Stakeholders trained on protocols for monitoring student and staff health include the administrative team at RSG, coordination with building principals, all RSG staff who will be trained as possible with school district / building teams in partnership with those districts, and the RSG board of directors. Training will be provided prior to the start of the school year programs in coordination with our districts and as an agency. Preparedness to implement as a result of the training will be measured through a post test at staff training in conjunction with our emergency planning. The COVID-19 training measures taken here will be part of the emergency preparation plans for all afterschool programs.

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>Coordination with the school day / building office will be the first step in monitoring any symptoms which arise during the school day to assure that students do not attend afterschool if symptomatic. Further students will be signed in and asked if they are experiencing symptoms/ temps taken. If a student has a fever above 100.4 degrees Fahrenheit (measured with forehead no-touch thermometer) they will be isolated and caregivers will be called immediately. Sign in an verification of symptoms will be kept as a contact-tracing measure and shared with each building point of contact if "symptom positive" for follow through with school administrators. Staff will sign-in with symptom verification check list daily.</p>	<p>Coordination with the school day / building office will be the first step in monitoring any symptoms which arise during the school day to assure that students do not attend afterschool if symptomatic. Further students will be signed in and asked if they are experiencing symptoms/ temps taken. If a student has a fever above 100.4 degrees Fahrenheit (measured with forehead no-touch thermometer) they will be isolated and caregivers will be called immediately. Sign in an verification of symptoms will be kept as a contact-tracing</p>	<p>Sue Sheehan and on-sit program coordinator.</p>	<p>Daily sign-in sheets, attendance logs, forehead thermometers, sanitizer for thermometers and pens for logs, cellphones for family communication, district point of contact / afterhours phone number for reporting symptom positive students.</p>	<p>Y</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)
		measure and shared with each building point of contact if "symptom positive" for follow through with school administrators. Staff will sign-in with symptom verification check list daily.			



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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	An isolated space at each school will be provided by district for isolation of staff or students during programs until transportation arrives. RSG staff will communicate <u>use</u> of that space immediately to the district point of contact. Sanitization of that space will be conducted according to district guidelines.	An isolated space at each school will be provided by district for isolation of staff or students during programs until transportation arrives. RSG staff will communicate <u>use</u> of that space immediately to the district point of contact. Sanitization of that space will be conducted according to district guidelines.	Sue Sheehan, Andrea Dolges, on-site program coordinator.	Separate isolation room / space designated by building administration, cleaning supplies and district protocol.	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	RSG will follow district and building level protocol for returning isolated students, staff or visitors to afterschool programs. A physician's note allowing return to afterschool programs will be required by RSG for return of any staff or student. No visitors will be allowed in programs.	RSG will follow district and building level protocol for returning isolated students, staff or visitors to afterschool programs. A physician's note allowing return to afterschool programs will be required by RSG for return of any staff or student. No visitors will be allowed in programs.	Sue Sheehan, on site program coordinator.	Verification from PCP and approval from President.	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	RSG will follow district communication and will notify families of any internal changes via phone call, remind.com, and text / email communication.	RSG will follow district communication and will notify families of any internal changes via phone call, remind.com, and text / email communication.	Andrea Dolges, Sue Sheehan.	Remind.com, email, memo (paper) distribution at programs, cell phones for calls and or text communication with families.	Y



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)
<b>Other monitoring and screening practices</b>	RSG will request from all building level contacts that youth are not admitted to afterschool services if they have been ill during the day. This includes symptoms that may be similar to COVID-19, but may not be verified. This measure includes support from program staff communication with office staff in district / school buildings prior to their leaving for the day and coordination to activate communication to caregivers if necessary.	RSG will request from all building level contacts that youth are not admitted to afterschool services if they have been ill during the day. This includes symptoms that may be similar to COVID-19, but may not be verified. This measure includes support from program staff communication with office staff in district / school buildings prior to their leaving for the day and coordination to activate communication to caregivers if necessary.	Sue Sheehan and on site program coordinators.	Plan for communication with office staff, memo to school staff regarding afterschool services supported by building principals.	Y

## Other Considerations for Students and Staff

## Key Questions

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

## Summary of Responses to Key Questions:

RSG will comply with any and all district practices during afterschool. All staff and students over age 2 unless medically exempt will wear masks during afterschool programs except for: while eating and socially distanced 6 feet, during socially distanced physical fitness times, and during instruction / desk time when seated with 6 foot social distancing. Special protocols for high risk students will include communication to families on limitations of our programs to provide added measures and willingness / planning with LEA and building leaders to accommodate as able in such situations. A COVID-19 waiver and start of school year memo will outline our practices, possible program closure practices and all necessary information which require caregiver signoff prior to admission to programs, which will be provided in Spanish and English. In our situation, only an "in building" substitute is acceptable for filling in due to absence to prevent possible spread from asymptomatic staff. Otherwise we will close a program and make long-term plans as necessary for best practices in health and safety. Should PA and our specific counties go back to the "yellow phase" we will consider the option to operate virtually if allowable by the Department of Education rather than in our school buildings. The first priority of our programs will be the health and safety of students and staff, followed by the academic / social support benefits of our programs.



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		A COVID-19 waiver will be provided to all families which must be returned before youth are admitted to program. Staff at higher risk have the option of not working in afterschool programs and may be offered virtual learning positions if available. Staff and students in programs must wear masks as required by the PA DOH standing order. Students with medical exemptions may have accommodation. If caregivers provide information of higher risk, measures for further social distancing may be taken, such as separate table areas, etc. aligned with district and building best practices. <b>RSG will require a physician's note for exemptions to wearing a mask.</b>	Sue Sheehan, Andrea Doljes, Amelia Contreras, on site program coordinator.	COVID-19 waiver, verification check list for return of waiver, caregiver communication, adequate space in building / afterschool program space for heightened social distancing.	Y
* Use of face coverings (masks or face shields) by all staff	RSG will align to school-day practices at each building and will follow the practices of each school building. RSG staff and students must all wear masks except for while eating, exercising, or during at-desk instruction all while 6 foot social distancing.	RSG will align to school-day practices at each building and will follow the practices of each school building. RSG staff and students must all wear masks except for while eating, exercising, or during at-desk instruction all while 6 foot social distancing.	Sue Sheehan	Staff member's personal cloth masks, emergency "back up" masks from RSG as available.	Y

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)
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	RSG will align to school-day practices at each building and will follow the practices of each school building. RSG staff and students must all wear masks except for while eating, exercising, or during at-desk instruction all while 6 foot social distancing.	RSG will align to school-day practices at each building and will follow the practices of each school building. RSG staff and students must all wear masks except for while eating, exercising, or during at-desk instruction all while 6 foot social distancing.	Sue Sheehan, on site program coordinator	Student's personal masks if preferred.	Y
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Students with unique safety needs will be accommodated on an individual basis as aligned to IDEA and CDC best practices in coordination with local districts and building administrators. A physician's note is required for accommodation in instances where a student is exempt from wearing a mask.	Students with unique safety needs will be accommodated on an individual basis as aligned to IDEA and CDC best practices in coordination with local districts and building administrators. A physician's note is required for accommodation in instances where a student is exempt from wearing a mask.	Sue Sheehan, Andrea Dolges	General supplies, cleaning materials, and communication tools to work with caregivers and LEA.	Y



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)
<b>Strategic deployment of staff</b>	An important part of the RSG afterschool health and safety plan is that we will not "shuffle" staff across sites for coverage in the event that we are understaffed due to absences or illness. In the event that a staff person is unavailable and is regularly positioned at a building and if that program is understaffed, the program will close for the day affected. In the event of a long-term absence another staff who is not rotational will be assigned to that site and trained to follow building processes and best practices. As COVID-19 and these measures are unique we are taking these steps to assure decreased contact and spread should an asymptomatic staff person have exposure and possibly move exposure from site-to-site.	An important part of the RSG afterschool health and safety plan is that we will not "shuffle" staff across sites for coverage in the event that we are understaffed due to absences or illness. In the event that a staff person is unavailable and is regularly positioned at a building and if that program is understaffed, the program will close for the day affected. In the event of a long-term absence another staff who is not rotational will be assigned to that site and trained to follow building processes and best practices. As COVID-19 and these measures are unique we are taking these steps to assure decreased contact and spread should an asymptomatic staff person have exposure and possibly move exposure from site-to-site.	Sue Sheehan, Andrea Dolges, Amelia Contreras.	RSG staff, building administrator communication around practices and protocols. RSG staff communication tools to cancel a program prior to and with adequate time to assure all students' families understand cancellation practices during COVID-19, initial memo to families related to the possibility of closures and adequate communication and contact information for those caregivers.	Y



Nd

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Type of Reopening	21 <sup>st</sup> CCLC Staff	Andrea Dolges, President	Virtual Zoom	Computer / Phone / Zoom	August 18	Sept. 4
Pandemic Coordination / Team and Protocol	21 <sup>st</sup> CCLC Staff	Andrea Dolges, President	Virtual Zoom	Computer / Phone / Zoom	August 18	Sept. 4
Key Strategies: sanitizing, cleaning, monitoring health, social distancing and safety protocols	21 <sup>st</sup> CCLC Staff	Andrea Dolges, President	Virtual Zoom	Computer / Phone / Zoom	August 18	Sept. 4
Program Closure Practices and Policies	21 <sup>st</sup> CCLC Staff	Andrea Dolges, President	Virtual Zoom	Computer / Phone / Zoom	August 18	Sept. 4
Daily in-building communication	21 <sup>st</sup> CCLC Staff	Andrea Dolges, President	Virtual Zoom	Computer / Phone / Zoom	August 18	Sept. 4



Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students will be placed 6 feet apart and will receive snacks in single serve, packaged servings in the afterschool classroom. RSG will avoid agreements which indicate use of a cafeteria or other congregate setting unless it is deemed most appropriate by the building administrators that with social distancing the space is the most appropriate for afterschool program to occur.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hygiene practices will be conducted before snack time and at bathroom breaks or if students touch surfaces other than those directly at their assigned spaces.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted by LEA / building as all programs occur in school district spaces.</p>
<p>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</p>	<p>Recess will not include any type of "pass the ball" or touch activities and will continue social distancing protocol from inside the building / general practices.</p>
<p>Limiting the sharing of materials among students</p>	<p>Students will be assigned their own materials and will have very limited sharing of resources such as pencil sharpeners which will be wiped down with sanitizing materials.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Caregivers will pick up students by waiting outside and students will be called out for "sign out" rather than introducing more people into the school building.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Classrooms will be limited to a number of students acceptable to 6 foot social distancing or aligned to building protocol.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Modified hours of operation may occur at the pleasure of our districts to accommodate cleaning schedules in the buildings and calendars to open based on school board regulations/ LEA policy.</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>	





## 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
21 <sup>st</sup> CCLC enrollment documents and COVID-19 waiver with cover letter regarding program closures and essential contacts for 20-21 SY	21 <sup>st</sup> CCLC Caregivers	Andrea Dolges, President Sue Sheehan, PD	Email, remind.com, paper copy in schools, partner distribution, phone calls	August 18	Sept. 20
21 <sup>st</sup> CCLC program schedule based on school type of reopening and calendar by building	21 <sup>st</sup> CCLC program staff and Caregivers	Andrea Dolges, President Sue Sheehan, PD	Email, remind.com, paper copy in schools, partner distribution, phone calls	August 18	Sept. 20
Weekly newsletters	21 <sup>st</sup> CCLC program staff and Caregivers	Sue Sheehan, PD Meghan Riordan, support staff	Remind.com, google sway or other newsletter format, email, constant contact	August 24	June 1
Program Closure Information	Building Administrators, Caregivers, 21 <sup>st</sup> CCLC building level staff (Case by Case)	Andrea Dolges, President Sue Sheehan, PD	District All-Call, remind.com, phone calls / texts	August 24	June 1
Weekly ALL STAFF meetings	21 <sup>st</sup> CCLC Staff	Andrea Dolges, President Sue Sheehan, PD Amelia Contreras, PD	Zoom	August 24	June 1

## Health and Safety Plan Summary: The Respective Solutions Group, Inc. (RSG) Nita M. Loney 21<sup>st</sup> CCLC Afterschool Programs

Anticipated Launch Date: **September 8, 2020**

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

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Hand sanitizer use frequently, disinfecting wipes on all surfaces, and proper handwashing protocols will be used in afterschool programs. As possible ventilation with outdoor air in afterschool spaces will be practiced such as open windows within school building safety guidelines. Single use cups rather than drinking fountains and single serve snacks will be preferred in programs. Social distancing at 6 feet and spacing in lines will be used in hallways. If transportation is provided as part of afterschool, RSG will use recommended guidelines per district and bus company and those buses will be sanitized between uses by bus companies. Students and teachers will comply with all school building best practices during the afterschool programs.

### 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	Classroom / learning space will comply with district and building guidelines for occupancy including increasing classrooms available during afterschool to accommodate separation among students to the maximum extent feasible.



Requirement(s)	Strategies, Policies and Procedures
	Other social distancing and safety practices will be established through this document at each program location aligned to building policy and practice as this document is intended to be a "living document" to guide us in best practices in partnership to promote health and safety during the COVID-19 pandemic.

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>The RSG COVID-19 waiver will require acknowledgement that student could be exposed to COVID-19 and ask for verification that a student has not been exposed to COVID-19 or has tested negative to the virus at least 14 days prior to start in our program.</p> <p>A designated isolation room (apart from program) will be determined for isolation or quarantine if a staff, student or visitor would become sick or demonstrate a history of exposure during program. Caregivers or emergency contact will be called and that person will be exited from program until verification of a negative test and self-quarantine is completed. Return requires return admittance to the school-day and verification of a negative test and self-quarantine or other DOH approved methods.</p> <p>Closures and changes in safety protocol will be communicated via Remind.com, email and phone calls and through collaborative one-call systems with districts were applicable.</p>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Students at higher risk for severe illness who wish to attend afterschool programs must have a physician's note for mask exemption . Those students will be supported in further separate spaced distance practices as possible. Staff must all wear masks or if indicated may (upon approval from E.D. wear a face shield). All afterschool students will wear masks unless medically exempt except for while: exercising / fitness, eating, and in seats that are 6 foot social distanced.</p> <p>Unique safety protocols will be accommodated as possible, however caregivers will be encouraged to consider best practices for fragile or vulnerable youth and if the program is the proper fit. With permission (if applicable) from PDE, students might have the option to receive virtual support.</p> <p>Staff strategic deployment will include building dedicated staff and a policy not to "shift" staff from one program location to the next. This helps to avoid possible spread of COVID-19.</p>



## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **The Respective Solutions Group, Inc.** reviewed and approved the Phased School Reopening Health and Safety Plan on **7/27/2020**

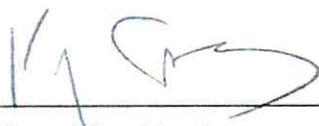
The plan was approved by a vote of:

  X   Yes

       No

Affirmed on: **7/29/2020**

By: .....



\_\_\_\_\_  
(Signature\* of Board President)

KEN JUBAS

\_\_\_\_\_  
(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.