Phased School Reopening
Health and Safety Plan Template

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

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

Table of Contents

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: Great Commission Schools

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

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

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

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

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
    - o All students and staff will return on the first day of school following protocols for testing and social distancing. Since we are in the green phase, we are below the 250 maximum for gathering.
- How did you engage stakeholders in the type of re-opening your school entity selected?
    - o Community survey
- How will you communicate your plan to your local community?
    - o It will be posted on our school's website as well as emailed to all families and staff members. It will also be discussed in our back to school night prior to the start of the school year.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
    - o If our government decides to move back to yellow or red phase or if our current school body is operating at less than 80%, it will prompt a school closure and move to remote learning for the duration of the self-quarantining.

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): August 24, 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)
Jennifer McConnell	Administration	Safety/Plan and Crisis Response
Ginger Cover	Staff	Safety/Plan and Crisis Response
Scott/Angela Hildebrand	Fine Arts Program	Safety/Plan and Crisis Response
Matthew Winquist	Athletics Program	Safety/Plan and Crisis Response
Jason Mauk	Students	Safety/Plan and Crisis Response

Holly Huber/Fran Fleck	Support Staff/Parents	Safety/Plan and Crisis Response
Leslie/Ray Stiffler	Cafeteria	Safety/Plan and Crisis Response
Padge Burkey	Community Health Official	Safety/Plan and Crisis Response
John Garber	Staff/IT Support	Crisis Response
Heidi Metz	Staff/Communications	Crisis Response
Katie Guise	Parents/Communication	Crisis Response
Holly Guise and Jessie Waters	Students	Safety/Plan Development
Steve Ott and Sherry Hatch	Parents	Safety/Plan Development

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: Support staff, faculty, and parent/student volunteers will ensure the building is cleaned and ready to welcome staff and students. Disinfection supplies will be purchased using the CARES Act funds and hand sanitizing stations will be installed in each occupied room. Water bottle filling stations will also be installed to ensure clean drinking water sources. Signage from OSHA and the CDC will be easily visible in every occupied location to ensure the enforcement of proper cleaning procedures. Teachers will monitor student cleaning or personal space/desks at the end of each class period/day. Teacher will either clean or choose a student to clean doors to classroom in between class periods. Volunteer staff will clean the hallway doors and railings, bathroom doors, and other high contact areas at the end of each day. Support staff will then do additional cleaning after the building is empty. Teachers will be trained at beginning of the year before the start of school. Support staff will be trained in a separate setting. Students will be trained on the first day of school.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	- Sanitize hands when entering and exiting rooms - Cleaning of desks after each class period (ms/hs) and at the end of each day/transition (elementary) - Hand sanitizing stations in each room/occupied space - Bathrooms/Fountains cleaned and disinfected daily - High contact areas cleaned and disinfected daily - Transportation as per public school requirements	- Sanitize hands when entering and exiting rooms - Cleaning of desks after each class period (ms/hs) and at the end of each day/transition (elementary) - Hand sanitizing stations in each room/occupied space - Bathrooms/fountains cleaned and disinfected daily - High contact areas cleaned and disinfected daily - Transportation as per public school requirements	Holly Huber, Fran Fleck, and Ray Stiffler	Cleaning Supplies – Paper towels, hand sanitizers, Clorox wipes Hand sanitizing dispensers	Y – Proper cleaning technique
Other cleaning, sanitizing, disinfecting, and ventilation practices	The following will be cleaned daily: - Student desks/chairs - Teacher's desk (if cleared) - Pencil Sharpeners - Door handles - Light Switches - Sinks - Water fountains - Restrooms - Handrails - Stairwell doors - Cafeteria tables/seats - Main office counter tops - Entrance/Exit Doors - Copier/Printers	The following will be cleaned daily: - Student desks/chairs - Teacher's desk (if cleared) - Pencil Sharpeners - Door handles - Light Switches - Sinks - Water fountains - Restrooms - Handrails - Stairwell doors - Cafeteria tables/seats - Main office counter tops - Entrance/Exit Doors - Copier/Printers	Ray Stiffler	Cleaning Supplies – Paper towels, hand sanitizers, Clorox wipes Hand sanitizing dispensers	Y- proper cleaning technique

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: Classes are already set up with low number of students and this will assist in distancing. Students will, as space allows, be seated every other desk to allow for social distancing. Elementary students will be in self-contained classrooms and middle and high school students will be in cohort groups to limit contact with other groups of students. Separate staircases will be used for each group of students and staggered dismissal from classes will be implemented to limit the number of students in the hallways/stairwells. Teachers will be encouraged to use outdoor space as much as possible to encourage distancing. Common areas, such as auditorium and cafeteria, will see split groups for larger group activities such as lunch and chapel. All individuals (students, staff, faculty, visitors, volunteers, etc…) will be encouraged to used hand sanitizing stations upon each entry and exit from each room. All individuals will receive a temperature and symptom check before permission to enter the building. Visitor/Volunteers will have limited access to the building. Student transportation is either private or governed by the student's public school. Great Commission students who take public transportation to and from school will be required to follow the rules implemented by their school district. Masks will be optional but highly encouraged for those who are at a higher risk for contracting COVID19. Trainings will take place either in person before the start of the school year (in-services/first day of school) or via online format.

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**	- Students sitting every other desk spread out throughout the room. - Students limited to smaller cohort groups - Teachers to use outdoor space whenever feasible - Students encouraged to remain in desk/seating area away from teacher desk - Staggered dismissal of students	- Students sitting every other desk spread out throughout the room. - Moderate 6' distancing whenever possible. - Use of outdoor spaces when feasible. - Students encouraged to remain in desk/seating area away from teacher desk	Jennifer McConnell Superintendent	Extra desks	N
* **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**	- Kitchen will serve prepackaged meals/snacks. - Parents/guardians will be encouraged to have students pack a lunch. - Students will eat in classroom	- Meals will be served from school cafeteria. - Social distance when possible	Ray and Leslie Stiffler	Prepackaged meals Additional seating if needed	N
* **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**	- Upon entry and exit from each room, students and staff will have to sanitize their hands	- Upon entry and exit from each room, students and staff will have to sanitize their hands	Staff	Hand sanitizer, soap, Paper towels	N

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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	- Posting from CDC will be in highly visible locations including main doors, restrooms, and every occupied classroom.	- Posting from CDC will be in highly visible locations including main doors, restrooms, and every occupied classroom.	Jennifer McConnell – Superintendent	Posters and signs	N
* Identifying and restricting non-essential visitors and volunteers	- All visitors and volunteers will be screened in the office. - No access to facility past main office	- All visitors and volunteers will be screened in the office. - Limited access to facility	Heidi Metz – Office Secretary	Thermometers	Y – All staff trained on procedure for drop off
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	- Students complete physical activity logs - No extracurricular sporting events	- Physical education classes will be adapted for cardio-based/individual activities that don't require equipment - Resume extracurricular sporting events following CDC and ACAA guidelines	Matthew Winquist – Athletic Director		N
Limiting the sharing of materials among students	- Students have access to own materials. No sharing allowed	- Shared materials will be cleaned and disinfected after each use. - Sharing materials will be discouraged.	Classroom teachers	Additional learning materials so that each student can have their own	Y – Teachers trained on disinfecting practices
Staggering the use of communal spaces and hallways	- Staggered dismissal - Separate staircase usage - 1-2 individuals in the restrooms - Split groups for larger auditorium usage	- Split groups for chapel - Separate staircase usage - 1-2 individuals in the restrooms	Ginger Cover – Principal	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	- Students will follow public school transportation guidelines - Staggered release for end of day dismissal	- Students will follow public school transportation guidelines	Heidi Metz – Administrative Assistant	N	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	- Students placed in cohort groups and spaced throughout the classroom setting - Staggered release to minimize congestion in hallways/stairwells	- Encourage social distancing in the classroom and other learning spaces	Ginger Cover – Principal	Additional desks	Y – training will be provided on social distancing requirements
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Not applicable	Not applicable	Not applicable	Not applicable	N
Other social distancing and safety practices	- Extracurricular sporting events will follow ACAA guidelines - Fine arts productions will be limited practices and modified performances - No carpooling to practices - Water bottles and water filling stations	- Extracurricular sporting will follow ACAA and CDC guidelines - Fine arts will continue normally and have modified seating at performances - Cohort carpooling - Water bottles and water filling stations	Matthew Winquist - Athletic Director Scott Hildebrand – Fine Arts Director	N	N

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: Upon entry to the school building, all students, faculty, volunteers, and visitors will undergo a daily screening process that will check temperatures and COVID symptoms. If a student or staff member becomes ill or exposed to a confirmed case of COVID-19, they will be required to self-quarantine for 14 days. The school will be responsible for contact tracing to ensure those who have encounter the ill individual is also identified and notified. If a member of the school community such as a parent, volunteer, or visitor becomes ill, any students or staff members that have been in contact with that individual will need to quarantine for 14 days. The school superintendent will determine quarantine and isolation requirements of staff and students. Anyone who test positive for COVID will need to be fever free without the use of fever reducing medication for at least 3 days and show improvement in respiratory symptoms. It will also

have to be at least 10-days since a positive test. Accommodations for staff would be to find a temporary substitute for their position or in a few cases, work from home. Any student who tests positive or is uncomfortable to return will be able to do their schoolwork remotely. Families will be notified immediately via email and our parent alert system after receiving information on a confirmed case or if there are any changes to the Health and Safety Plan. Training will be provided to all faculty/staff and students before the start of the school year.

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)
* **Monitoring students and staff for symptoms and history of exposure**	- Daily temperature and symptom monitoring before entry into the building - If feeling symptomatic during the day, the student or stall will be sent to the office immediately for assessment.	- Daily temperature and symptom monitoring before entry into the building - If feeling symptomatic during the day, the student or stall will be sent to the office immediately for assessment.	Jennifer McConnell – Superintendent	Thermometers	N
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	- Immediately be sent home and will quarantine for 14 days. - Learning/Teaching will be done remotely for quarantining students/teachers	- Immediately be sent home and will quarantine for 14 days. - Learning/Teaching will be done remotely for quarantining students/teachers	Jennifer McConnell – Superintendent	Internet and devices	Y – Training on using the LMS
* **Returning isolated or quarantined staff, students, or visitors to school**	- Need to be fever free without the use of fever reducing medication for at least 3 days and show improvement in respiratory symptoms as well as be at least 10-days since a positive test. - Follow CDC protocol	- Need to be fever free without the use of fever reducing medication for at least 3 days and show improvement in respiratory symptoms as well as be at least 10-days since a positive test. - Follow CDC protocol	Jennifer McConnell – Superintendent	Doctor's clearance for return	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	- Email and parent alert system - Place school closure on website and school social media pages	- Email and parent alert system - Place school closure on website and school social media pages	Heidi Metz – Administrative Assistant Jennifer McConnell – Superintendent	N/A	N
Other monitoring and screening practices	- Students following aforementioned guidelines during extracurricular activities	- Students following aforementioned guidelines during extracurricular activities	Matt Winquist – Athletic Director Scott Hildebrand – Fine Arts Director	Thermometers	N

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: Wearing of masks will be required in the yellow phase and encouraged at the green phase for students and staff. Students and staff who are at higher risk will be at their discretion. Faculty at a higher risk will have a shield between them and the student. Students at higher risk would be able to have a partition between them and other students. We are actively building our base of substitute teachers before the beginning of the school year. We also will cover staff absences with other available staff members throughout the day. Instructional and non-instructional staff are available as needed to ensure quality learning opportunities and remote services.

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**	- Administrative assistant to have face shield - Social distancing encouraged - Actively encourage staff and students who are sick to stay home	- Administrative assistant to have face shield - Social distancing encouraged - Actively encourage staff and students who are sick to stay home	Jennifer McConnell – Superintendent	Partitions, plexiglass, masks	N
* **Use of face coverings (masks or face shields) by all staff**	- Wearing masks are required upon arrival and dismissal and when social distancing is not possible.	- Wearing masks are required upon arrival and dismissal and when social distancing is not possible.	Jennifer McConnell – Superintendent	Masks	N
* **Use of face coverings (masks or face shields) by older students (as appropriate)**	- Wearing masks are required upon arrival and dismissal and when social distancing is not possible.	- Wearing masks are required upon arrival and dismissal and when social distancing is not possible.	Jennifer McConnell – Superintendent Classroom teachers	Masks	N
Unique safety protocols for students with complex needs or other vulnerable individuals	- Partitions/Cubicles or separate seating for individuals with complex needs - Remote learning available	- Partitions/Cubicles or separate seating for individuals with complex needs - Remote learning available	Jennifer McConnell – Superintendent	Partitions/Cubicles, extra desks	N
Strategic deployment of staff	- Using substitutes as needed - Remote teaching available - Teachers in hallways to assist transitions	- Using substitutes as needed - Remote teaching available - Teachers in hallways to assist transitions	Jennifer McConnell – Superintendent	Additional Substitutes	N

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
GCS Health and Safety Plan	Faculty	Jennifer McConnell – Superintendent	In-person	Powerpoint, computer, projector, health and safety plan documents	8/20/2020	8/20/2020
GCS Health and Safety Plan	Parents/Guardians	Jennifer McConnell – Superintendent	In-person	Powerpoint, computer, projector, health and safety plan documents	8/21/2020	8/21/2020
GCS Health and Safety Plan	Students	Jennifer McConnell – Superintendent	In-person	Powerpoint, computer, projector, health and safety plan documents	8/24/2020	8/24/2020
Posting Signs – handwashing, sanitizing, social distancing, etc…	All Staff/Students	Classroom Teachers	In-person	Signs	July	Ongoing
Cleaning and Disinfecting	All	Janitorial Staff	Demonstration	Cleaning supplies, video models	August	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Monitoring symptoms and health	All	Superintendent	Lecture/Demonstration	Handout	August	Ongoing

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
GCS Health and Safety Plan	School Community	Jennifer McConnell – Superintendent	Email/Parent Alert System	07/15/2020	On-Going
Weekly Update	School Community	Jennifer McConnell – Superintendent	Email/Parent Alert System	8/01/2020	On-Going
Best School Practices	Local Administrators	Jennifer McConnell – Superintendent	Email	07/01/2020	On-Going
Healthy Practices	School Community	Padge Burkey – School Nurse	Phone / In-person	07/01/2020	On-Going
PA Department of Health	School Community	Jennifer McConnell – Superintendent	PA Department of Health Website	07/01/2020	On-Going
CDC Updates	School Community	Jennifer McConnell – Superintendent	CDC Website	07/01/2020	On-Going
PA Department of Education	School Community	Jennifer McConnell – Superintendent	PA Department of Health Website	07/01/2020	On-Going

Health and Safety Plan Summary: Great Commission Schools

Anticipated Launch Date: 08/01/2020

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)	Support staff, faculty, and parent/student volunteers will ensure the building is cleaned and ready to welcome staff and students. Hand sanitizing stations will be installed in each occupied room. Water bottle filling stations will also be installed to ensure clean drinking water sources. Signage from OSHA and the CDC will be easily visible in every occupied location to ensure the enforcement of proper cleaning procedures. Teachers will monitor student cleaning or personal space/desks at the end of each class period/day. Teacher will either clean or choose a student to clean doors to classroom in between class periods. Volunteer staff will clean the hallway doors and railings, bathroom doors, and other high contact areas at the end of each day. Support staff will then do additional cleaning after the building is empty.

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	Classes are already set up with low number of students and this will assist in distancing. Students will, as space allows, be seated every other desk to allow for social

Requirement(s)	Strategies, Policies and Procedures
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes 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 Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	distancing. Elementary students will be in self-contained classrooms and middle and high school students will be in cohort groups to limit contact with other groups of students. Separate staircases will be used for each group of students. Teachers will be encouraged to use outdoor space as much as possible to encourage distancing. Sharing of materials will be discouraged and as needed, each student will have their own set materials. If there are shared materials (ie – keyboards, computers, etc…) student will need to disinfect after usage. Common areas, such as auditorium and cafeteria, will see split groups for larger group activities such as lunch and chapel. All individuals (students, staff, faculty, visitors, volunteers, etc…) will be encouraged to used hand sanitizing stations upon each entry and exit from each room. Signage from OSHA and the CDC on proper cleaning and washing of hands will be visible in every occupied location. Extracurricular sports will be consistent with the CDC and ACAA (Allegheny Christian Athletic Association) guidelines. Student transportation is either private or governed by the student's public school. Great Commission students who take public transportation to and from school will be required to follow the rules implemented by their school district.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* 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 Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Upon entry to the school building, all students, faculty, volunteers, and visitors will undergo a daily screening process that will check temperatures and COVID symptoms. If a student or staff member becomes ill or exposed to a confirmed case of COVID-19, they will be required to self-quarantine for 14 days. The school will be responsible for contact tracing to ensure those who have encounter the ill individual is also identified and notified. If a member of the school community such as a parent, volunteer, or visitor becomes ill, any students or staff members that have been in contact with that individual will need to quarantine for 14 days. The school superintendent will determine quarantine and isolation requirements of staff and students. Anyone who test positive for COVID will need to be fever free without the use of fever reducing medication for at least 3 days and show improvement in respiratory symptoms. It will also have to be at least 10-days since a positive test. Accommodations for staff would be to find a temporary substitute for their position or in a few cases, work from home. Any student who tests positive or is uncomfortable to return will be able to do their schoolwork remotely. Families will be notified immediately via email and our parent alert system after receiving information on a confirmed case or if there are any changes to the Health and Safety Plan.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff	Wearing of masks will be required upon arrival and dismissal as well as in times when social distancing is not possible. Faculty at a higher risk will have a shield between them and the student. Students at higher risk would be able to have a partition between them and other students. We are actively building our base of substitute teachers before the beginning of the school year. We also will cover staff absences with other available staff members throughout the day. Instructional and non-instructional staff are available as needed to ensure quality learning opportunities and remote services.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Great Commission Schools** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 16, 2020.**

The plan was approved by a vote of:

　　_____ Yes

　　_____ No

Affirmed on: **July 16, 2020**

By:

_____

(*Signature* of Board President*)

_____

(*Print Name of Board President*)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.