



School Attendance
Health & Safety Plan
July 28, 2020

Overview

West Branch school plans to reopen for students and staff on Wednesday, August 26th, 2020. This Health & Safety Plan outlines the pandemic related precautions that will guide the reopening and operations during the pandemic. This plan and the school's practices may be revised by the school from time to time based on experience and evolving guidance from external authorities.

School operations will be informed by the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools (June 3, 2020: Version 1), guidance from the Pennsylvania Department of Health and the federal Centers for Disease Control and Prevention.

State administration has categorized reopening into three broad phases of red, yellow and green. The different classifications signal how counties and/or regions may ease restrictions on school, work, congregate settings and social interactions.

- Red Phase – Schools remain closed for in-person activities. Large social gatherings are prohibited.
- Yellow Phase – Schools may conduct in-person activities following Department of Education guidance. Social gatherings of up to 25 are permitted with social distancing
- Green Phase – Schools may conduct in-person activities following CDC and state guidance. Larger school gatherings are permitted with social distancing.

Green & Yellow Phase – West Branch School will begin with in-person instruction that may be modified based upon health, safety & social distancing measures.

Red Phase – West Branch School will implement a stay-at-home/distant learning.

There may be additional determining factors to be considered for school closing that are aside from state requirements. Those could include, but are not limited to:

- School community members such as staff or students become infected with COVID-19.
- Staff impacted by quarantine requirements
- Increase in cases within the larger community

Re-opening after a closure will be dependent on cause for closure and current situation that considers state and local conditions.

Adapted Contingency Plan A for Fall 2020
(This plan provides approximately 60hrs/month of learning time.)

There would be AM and PM classes/5 days a week.

ALL siblings would be together. (AM classes for all families or PM classes for all families.

One pick-up and drop-off time each day.)

9am to noon Morning Classes (Arrive in staggered drop-off between 840-855am)

12-1pm: Clean/Prep/Lunch for teachers

1-4pm Afternoon Classes (Arrive in staggered drop-off between 1240-1255am)

- This would allow for 5:1 student to teacher ratio.
- The students would not have lunch but would have morning/afternoon snack in the classroom.
- There would be no recess, but classes could be held outside (optional)
- Only students enter the building, no parents inside the building.
- Nicki checks each child's temp as they enter the building. Parents will remain in the drop off lane until the temperature is checked/ok'd.
- Students then would wash their hands with soap and water before going directly to their locker/cubby then classrooms.
- There will be a drop off and pick up system in place prior to the beginning of the school year.

Pros

- Less time the students would be wearing masks
- Smaller class size/student to teacher ratio. Increased one on one time and individualized learning.
- Daily consistency for all students/school every day 5 days a week.
- More time to work on projects and theme related class work, holistic approach, project-based learning. Smaller class sizes, same academic level.
- Kids will get social time with their peers in a safe environment in the classroom and outside.
- Students would be placed in the am/pm class with peers who are on the same academic level.
- Students would be in the same session (am/pm) as their siblings.
- No lunch and recess allows for less social distancing to occur during their school hours.
- Outdoor classrooms will be set up and a rotation for all the students to have class outside during their school day.

Cons:

- Some students may need to find alternatives after school/before school childcare based upon which session they are in.
- Some parents will be able to help-out by picking up or dropping off for other parents or by taking a child's friend for the morning or afternoon while their parents are working.
- Less school hours

Health & Safety Plan

We understand that if there are cases of COVID-19 in the community, there are no strategies that can eliminate transmission risk within a school population. Government recommendations and guidelines help define the necessary protocols and practices surrounding the importance of physical distancing, barrier protections, personal hygiene and health monitoring.

The Health & Safety Plan may be revised as informed by changing conditions and involving developments. The Health & Safety team will continue to meet regularly to assess the status of restrictions. All West Branch School families and staff will be notified of changes to this plan via email. Revisions will also be posted to the West Branch School webpage.

Health & Safety Coordinator

Each school should identify a person or persons responsible for health & safety preparedness and response planning during childcare operations during the COVID-19 pandemic. The Health & Safety Coordinator will be responsible for facilitating the planning process, monitoring the implementation of your COVID-19 Health & Safety Plan, and to continue to monitor local health data and assess any implications that would require adjustments to that plan.

Health & Safety Plan Development – Individuals will play a role in drafting the enclosed Health & Safety Plan

Pandemic Crisis Response Team – Individuals 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; also responsible for updating the Health & Safety Plan based on changing community factors, updates from local, state or federal health data and requirements, and feedback from parents and/or teachers.

Individuals	Stakeholder Group Represented	Pandemic Team Roles & Responsibilities
Nicki Barr	Office Manager	Daily Implementation/Plan Development & Response Team
Sarah Smith	Teacher	Daily Implementation/Plan Development & Response Team
Lili Crum	Teacher	Plan Development & Response Team
Laura Hensler	Parent	Plan Development & Response Team
Zeshan Anwar, MD	Parent, Member of the Governing Committee	Plan Development & Response Team
Erin Gehron	Parent	Plan Development & Response Team

Cleaning, Sanitizing, Disinfection & Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely receive staff and students?
- How will you procure adequate disinfection supplies meeting OSHA & CDC requirements for COVID-19?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain children's safety in care?
- What protocols will you put in place to clean and disinfect high-touch surfaces through an individual day?
- What staff will be trained on cleaning, sanitizing, disinfection protocols? When and how will that training be provided?

The West Branch School Cleaning Plan will provide detailed information on cleaning schedules and disinfecting processes. (This plan will be developed the week of August 3rd). Prior to the opening of the school, the staff will be trained on cleaning, sanitizing, disinfecting and ventilation processes using the Cleaning Plan as a guide.

Outdoor surfaces will undergo routine cleaning and any non-wooden surfaces will be cleaned daily. Wood picnic tables will be covered with a non-porous layer.

High-touch indoor surfaces will be cleaned and disinfected throughout the day in accordance with the Cleaning Plan. These surfaces include but are not limited to doorknobs, light switches, sink handles, countertops, tabletops, chairs & cubbies/lockers.

Students will be asked to wash their hands before and after using a shared toy, book or learning device. Certain toys that are historically frequently touched by multiple students and will be time consuming to clean (example – blocks, outside sports equipment) will be removed from the school and stored.

Windows and fans will be used when possible to provide ventilation.

Bathrooms designated for high risk students and high-risk staff will be cleaned and disinfected hourly.

Social Distancing and Other Safety Protocols

Key Questions

- How will childcare space be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with one another throughout the day?
- What policies and procedures will govern use of other communal spaces within the facility?
- How will you utilize outdoor spaces to help meet social distancing needs?
- What hygiene routines will be implemented throughout the 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?
- 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?

Due to current health & safety reasons non-essential visitors or volunteers will not be allowed to interact in-person with our learning community. As things progress in a positive direction, this restriction will be reevaluated. Any visitor or volunteer must have their temperature taken upon entering and must wear a mask.

To help mitigate spread of the virus we will maximize our time outdoors as the weather provides. The individual classrooms will have their own dedicated learning time outside to allow for social distancing.

When we are occupying our inside space, groups will have distinct classrooms to limit the number of students in one classroom.

Good hygiene practices including frequent handwashing and use of hand sanitizer will be taught, modeled and encouraged.

Classroom, School Size and Numbers for Social Distancing

Number of students allowed is dictated by the size of the room and furniture currently available.

Downstairs:

- Downstairs cafeteria: 2 kids at a table (6 at a time)
- Downstairs common area: 1 kid per table (4 students)
- Entire Downstairs common area: 10 kids
- Art Room: 2 or 3 kids per table if staggered

Lili's Classroom:

- 3 tables with 3 kids or 6 kids with guards

Kati's Classroom:

- 3 tables with 3 kids or 6 kids with guards

Upstairs:

- Upstairs cafeteria: 1 table with 2 kids
- Upstairs common area with 2 tables: 2 kids per table
- Science Area: 2 tables with 2 kids or 4 with shields
- Math Area: 1 table with 2 kids and 2 kids in the math area

Common Area/Morning Meeting:

- If we had seats facing forward, we could have 4-6 kids.

Total kids in Upstairs Area:

- 8 to 12 kids

Sarah's Classroom:

- Upstairs New Classroom: 1 table 2 kids or 4 with shields

Outside Learning:

- 1 class at a time at 50% capacity. Spread out tables and have 2 students per table.

Bathrooms

- Only one student allowed in the bathroom at a time.

Entrance During Drop Off and Pick Up

- Each child will wait outside the front door until a staff member gives them a go ahead to come into the front door.
- Their temperature will be taken. Then will then enter the bathroom and wash their hands.
- Once their temperature is taken and is suitable for the child to remain, a staff member will signal to the parent to let the parent know they are able to leave.
- Students will then head to their cubby/lockers and then onto their classroom.

** We are discussing another entrance for younger children that may have anxiety leaving their parents**

- At the end of the day, once a parent or care giver has arrived for a child, they will be paged to come to the front door.

Handwashing

- Handwashing will be required upon arrival, after restroom use, after sneezing or blowing nose, prior to and after eating

Posting Signs

- Signs will be posted in highly visible locations that promote everyday protective measures and how to stop the spread of germs

Physical Activities

- For group games, sharing of sports equipment will be limited. If equipment has been shared it will be cleaned before and after use.
- Games that consist of activities that do not require equipment or close contact will be encouraged.
- Foam noodles can be used to play tag.
- All contact sports are not permitted

Limiting the sharing of materials among students

- Each child will have their own pencil bag that will include pack of travel tissues, pencils, erasers, markers, crayons. The school will provide a pencil case if a child is unable to afford one.
- Each student will have their own learning material

Buses

- Local school districts providing transportation for WBS students will be informed of any changes in hours of operation or school calendar

Special Events

- Cancel the Grandparents Tea
- Postpone the Camp Susque trip
- Modification or postponement to other community events will be evaluated as the calendar progresses

Social Distancing Based on Age

- We will have a chair designated for a child that may need to take a break from wearing their mask. This will be properly social distanced and will be cleaned once the child has returned to his group.

Other Social Distancing

- Students, staff, and other persons who travel to other states that are currently under the Pennsylvania quarantine orders may not be present at the school until their two-week quarantine has ended. (as per CDC guidelines)
- If immediate family members/daily caregivers have traveled to other states that are currently under the Pennsylvania quarantine orders may not be present at the school until their two-week quarantine has ended. (as per the CDC guideline)
- WBS will be able to set up a zoom classroom for the student to still be able to participate with their class each day.

Training

- Once the West Branch School Cleaning Plan has been developed staff will be trained on how, where and when cleaning needs to take place.
- There will be sign off sheets to indicate the area has been cleaned by being signed, timed and dated.
- There will be parent volunteers that will also be trained on cleaning and what is required.

Monitoring Student & Staff Health

Key Questions

- Where will the screening take place?
- When and how will you screen & monitor the health of children, staff and others who interact with each other throughout the day to ensure that they continue to be healthy and do not exhibit new signs of illness?
- What is the policy for quarantine or isolation if a staff and/or child becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- What conditions will a staff or child confirmed to have COVID-19 need to meet to safely return to the facility?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or children?
- When and how will families be notified of confirmed staff or child illness or exposure and resulting changes to the COVID-19 Health and Safety Plan?
- Which person will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification?
- Which persons will be trained on protocols for monitoring children and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Staff, Students and essential volunteers and visitors will be screened daily for sign and symptoms including temperature checks upon arrival to the school

Contact Tracing

- A daily log of individuals entering the building (staff, students, essential visitors and volunteers) will be maintained to ensure data tracing if necessary

Student Absences due to Illness

- Reason and symptoms related to absences must be reported to the school in writing/email to both the office and their teacher.

Fever/Symptom Flow Sheet

- Student/staff with a temperature >100.4 will not be allowed to attend school
- If a Student/staff member develops a temperature >100.4 while at school or is present with symptoms (cough) while at school will be isolated from other students until a parent or guardian can arrive to pick up the child. Staff will be isolated and excused once appropriate classroom coverage is arranged

Symptoms Consistent with COVID-19 or confirmed COVID 19 illness

- If student/staff is COVID-19 positive, all WBS community members with close contact within 48 hours will be notified via a health alert.

Return to School Process

- Student/staff should be assessed by a healthcare provider (Licensed Physician/ Certified Physician Assistant/Certified Nurse Practitioner). A written clearance will be provided to the school office including the following, in order to comply with CDC guidelines¹.
- Negative COVID-19 test by using an FDA-authorized molecular viral assay to detect SARS-CoV-2 RNA

OR

- At least 10 days have passed since symptoms first appeared (if not immunocompromised as described below). In case of immunocompromised individual, the quarantine days requirement will be of 20.

AND

- At least 24 hours have passed since last fever without the use of fever-reducing medications

AND

- Symptoms (e.g., cough, shortness of breath, diarrhea /vomiting) have improved without the use of cough suppressants/antidiarrheals.

CDC used the following definition for immunosuppressed individuals”

- On chemotherapy for cancer, untreated HIV infection with CD4 T lymphocyte count < 200, combined primary immunodeficiency disorder, and receipt of prednisone >20mg/day for more than 14 days or otherwise deemed immunocompromised by a licensed healthcare practitioner

Sources.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html#>

- Close contact is defined as being within 6 feet of a COVID-19 case for a period longer than 10 minutes
- Families are asked to report test results (positive and negative) and suspected cases within the household or childcare providers to the office.

Other Considerations for Children and Staff

Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which children are willing/able to return? How will you accommodate children who are unable or uncomfortable to return?
- What special protocols will you implement to protect children and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute staff are prepared in the event of staff illness? Have you considered applying for a Provisional Hire Waiver?
- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

Mask Wearing

- Health officials consider covering the mouth and nose with a cloth mask one of the most effective ways to contain COVID-19
- Staff/students must wear a mask or face-covering while inside the building
 - There will be opportunities for students to take breaks from mask wearing
 - Parents that would always like their child to wear a mask is encouraged to speak to the child's teacher
- All students are required to have a clean mask or face covering everyday and at least 1 back-up mask or face covering.

High-Risk for Severe Illness

- Parents will be asked prior to the beginning of the school year if a student is at a higher risk for severe illness to determine if it is safe for the student to be in school
- WBS will work with families to determine if or how complex needs can be met

Health and Safety Plan Professional Development

- The success of our plan for healthy and safe reopening requires our Health & Safety Plan team members to be prepared with the necessary knowledge and skill to implement the plan intended. For each item that requires professional development, we will document the following components of our professional learning plan
 - Topic – List the content on which the professional development will focus.
 - Audience – List the Health & Safety team members that will participate in the professional learning activity
 - Lead Person & Position – List the person 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 materials, resources or support to implement the end goal
 - Start Date & Completion Date – Enter the date of the beginning of the professional development and the end date if appropriate

Documents used to develop the Health & Safety Plan

- Pennsylvania Department of Education Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools (June 3, 2020)
- Pennsylvania State Board of Private Academic Schools
- Pennsylvania Office of Child Development & Early Learning
- Health & Safety Plan from River Valley
- Health & Safety Plan from Circle Schools