



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.

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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: **Silver Spring Presbyterian Church Preschool**

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): August 31, 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)
Kristen McGaffin	Preschool Director	Plan Development and Response Team
Amy Boone	Advisory Group Leader, Nurse	Plan Development and Response Team
Don Wahlig	Church Head of Staff	Response Team
Sue Martinelli	Teacher	Plan Development and Response Team
Sally Martin	Teacher, Advisory Group Member	Plan Development and Response Team

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: The church custodian cleans the building spaces and the teachers do the cleaning in the classrooms with regards to tables, surfaces and toys. All toys are thoroughly cleaned before the school year starts and there will be extra cleaning this year to ensure readiness for students.

We currently have sufficient cleaning supplies for each of the six classrooms as well as a minimum of two backups of each type of cleaner per classroom. We will need to resupply the stock as it is used.

As a preschool, our bathrooms are already cleaned daily and doorknobs, railings and push bars will also need to be wiped down regularly. Tables are cleaned before and after use for snack and lunch. Teachers will need to make sure that they are leaving the cleaner on the tables long enough for them to be sanitized when cleaning them. When weather appropriate, classroom windows can be opened to help ventilate classrooms. All teachers will be trained on the updated cleaning procedures.

At the end of the school day, additional cleaning will be done by the staff, depending on the situation in our community. That will include cleaning of the toys in the classroom with a bleach solution and extra cleaning of tables and chairs.

All staff will be trained on cleaning, sanitizing, disinfecting and ventilation protocols. Training will be done prior to the start of the school year during our initial staff meeting. As a preschool, we already clean regularly based on our existing protocols.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>1. Drinking fountains are unplugged during yellow and not usable.</p> <p>2. Tables in the classrooms will be sanitized before and after snack/lunch and at the end of the day.</p> <p>3. Toys will be sprayed with a bleach dilution solution daily.</p> <p>4. Soft surface toys in the classroom should be sprayed a non-bleach solution such as Lysol spray.</p> <p>5. Doorknobs, railings, and push bars need to be wiped down with disinfecting wipes daily.</p> <p>6. Classroom windows should be opened during free play, circle time and during after school cleaning if weather appropriate.</p>	<p>1. Drinking fountains available for use with signage to show proper use. Fountains should be wiped with disinfecting wipes each day.</p> <p>2. Same as in yellow</p> <p>3. Toys will be sprayed with a bleach solution weekly, or daily in classrooms utilized by different groups.</p> <p>4. Soft surface toys will be sprayed weekly, or daily in classrooms utilized by different groups.</p> <p>5. Same as in yellow</p> <p>6. Same as in yellow</p>	<p>1. John Clegg, Custodian</p> <p>2. Classroom staff</p> <p>3. Classroom staff</p> <p>4. Classroom staff</p> <p>5. John Clegg, Custodian</p> <p>6. Classroom staff</p>	<p>1. Disinfecting wipes, signage</p> <p>2. All Purpose cleaner and disposable paper towels</p> <p>3. Bleach, bucket, measuring cup, spray bottles</p> <p>4. Lysol spray</p> <p>5. Disinfecting wipes</p> <p>6. None</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>					

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: The Preschool is fortunate that our classrooms are already self-contained in that the students do not move from one classroom to another during the school do, nor do they mix with other groups of students during the course of a typical school day. There is no possibility of social distancing in a play-based preschool classroom, so our job is to do all we can to mitigate the spread of germs. We will do our best to limit the passing of classes in hallways, but they do not use communal spaces withing the building except for special events, and those can be put on hold or scheduled differently.

There will be hand sanitizing stations at each entrance to our program and children will wash hands upon entering a classroom if a sink is available in their room. If no sink is available, then they will again use hand sanitizer. During free play, when children move from the floor to a worktable with a teacher, they will use hand sanitizer before using materials that are used by other children as well. They will then use additional sanitizer before returning to play. They already use hand sanitizer or must wash hands after using tissues or the bathroom. Children will be using additional hand sanitizer as needed throughout the morning and will be required to wash hands during bathroom time, even if they do not use the bathroom.

We have no school authorized transportation.

Under the yellow phase, we will not have visitors to the preschool at all. During the green phase, we will allow special visitors who are doing programming for the students and tours to prospective families. Tours can be limited to one adult and one child if circumstances warrant.

We would not change our policies based on age as our children are within a narrow age range of 2-5.

Our entire staff will be trained on our new policies and procedures as part of our first staff meeting before school starts. We have already started going over protocol options with staff during the development phase of our plans.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>This will not happen in a play-based preschool classroom. What we will do is eliminate carpet squares at circle time and spread the children out as much as possible using velcro carpet markers. We will also spread the children out as much as possible for snack and lunch.</p>	<p>Same as yellow</p>	<p>Classroom teachers</p>	<p>Velcro carpet markers</p>	<p>N</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Children already eat in their classrooms. The Owls class will use rooms 111 & 112 as a cafeteria space to allow for more distance between the children when they eat. The doors can be left open to help with circulation.</p>	<p>Same as yellow</p>	<p>None</p>	<p>None</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Hand sanitizing at school entrance and child must wash hands or use sanitizer upon entering the classroom. Sanitizer will be used regularly throughout the day and prior to using shared items and after the playground or gym.	Same as yellow.	Classroom teachers	Hand sanitizer, hand soap, disposable paper towels	N
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Ensure hand washing signs are still above sinks. Add hand sanitizing and general safety signage to classrooms and hallways.	Same as yellow.	Kristen McGaffin, Preschool Director	Appropriate signage	N
* Identifying and restricting non-essential visitors and volunteers	No special visitors and no tours.	Special visitors may resume with extra spacing if multiple groups participating, preferably use outdoor spaces. Tours may be done with visitors follow health and safety policies and participation will be limited.	Kristen McGaffin, Preschool Director	None	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Each class will have their own bag of balls or handheld items to use in the gym. No riding toys on the playground If necessary, the playground heavily touched surfaces (handles, railings, chains) can be sprayed with disinfectant between classes.	Shared items allowed in the gym. Riding toys permitted on the playground. No spraying required.	Kristen McGaffin, Preschool Director Classroom teachers	Mesh bags, pump sprayer and disinfectant	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)
Limiting the sharing of materials among students	Where materials can be made disposable, do so. Add hand sanitizing to times that shared materials are used.	Same as yellow	Classroom teachers	Hand sanitizer	N
Staggering the use of communal spaces and hallways	Wait for hallways to be clear before taking the class through. There are no shared communal spaces during our day. Create one way pathways to and from the gym and playground to prevent passing in the hallways.	Use regular timing and good judgement.	Classroom teachers	None	N
Adjusting transportation schedules and practices to create social distance between students	Open classrooms early to start and end day on a rolling schedule of children coming in as soon as they get in the building and leave as soon as a parent arrives to pick them up. Ask children and parents to move in and out of the building as quickly as possible.	Use typical opening and closing procedures, asking parents to not congregate in hallways. Change to yellow if find that this is not working.	Kristen McGaffin, Preschool Director Classroom teachers	None	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classroom sized are capped for students and our classes do not interact with each other.	Same as yellow.	Kristen McGaffin, Preschool Director	None	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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	We will remain open under Yellow even if local school districts move to a mix of in person and online programming. If CV moves to 100% remote learning, then I would expect that we would temporarily close, but it might depend on why they make the change. If their reason to close is not an issue that affects the preschool, then we can stay open if we have the staffing in place to do so.	Same as yellow	Kristen McGaffin, Preschool Director	None	N
Other social distancing and safety practices	We are going to remove the coat racks in the hallways and instead space out our bucket "spots" and include a command hook above each spot so that children's coats can be hung individually above their buckets.	Same as yellow	Kristen McGaffin & John Clegg	Command Hooks	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: We have purchased six non-contact thermometers for use in our classrooms. If we need to, we can take temperatures prior to people entering the building, but we prefer to monitor the children as they enter the classrooms. Any child with a temperature of 100.4 F or higher will be sent home. Temperatures will be taken daily and anyone running a temperature will be asked to stay home until they are fever free without medication for 24 hours before returning to school. If they have additional symptoms, we ask that they be seen by a doctor before returning to school.

Anyone who has a family member advised to quarantine is asked to refrain from attending preschool for the duration of the quarantine. This includes staff and students. If no symptoms present themselves during the quarantine, they may return to school when it ends. Staff and families are asked to keep the Preschool Director informed as to quarantine status. Anyone who has a household member diagnosed with COVID 19 is asked to quarantine and refrain from preschool for the duration of the quarantine. We ask that they be tested for COVID 19 and have a negative result before returning to school. If the person diagnosed has been in the preschool building, then additional cleaning must be done.

If someone who has been in the preschool is diagnosed with COVID 19, the following steps should be followed:

If they have not been in the preschool within the last 7 days, no additional cleaning is necessary.

If they have been in the building but not in a classroom within the last 7 days, additional cleaning of doorknobs, push bars, railings and any areas they were in will be done immediately.

If they have been in a classroom within the last week, but not within the last 3 days, the school day will finish and then the classroom will be thoroughly cleaned and disinfected. If need be, classes in that room will be cancelled for the next day.

If they have been in a classroom or are currently in a classroom, they must be removed immediately and sent home. Staff members are to leave the building immediately. Students must be removed from the classroom immediately and moved to an open

space within the church while waiting pickup. The Gathering Space is the best option at this time given the fact that doors can be opened, and it is an open space. The parents of other students in the class should be notified immediately to come and pickup their children and the room closed for 24 hours before cleaning. Classes in that classroom should be cancelled for at least 48 hours.

Parents will be notified via email and a note in buckets and on the board anytime we have a confirmed case or a quarantine situation. Anyone who is unable or chooses not to return to school has the option to withdraw.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Temperatures and health screenings will take place for any individual entering the preschool. Stations will be set up at each entrance. Any group that includes an individual with a temperature of 100.4 F or higher will be turned away.</p>	<p>A home health check will be sent home for all students. Temperature checks will take place at the classroom doors and be recorded. Any child with a temperature of 100.4 F or higher, or a significant increase over their normal temperature will be turned away and any child with significant symptoms will be turned away.</p>	<p>Classroom teachers</p>	<p>Thermometers</p>	<p>N</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Any staff member who becomes ill during the school day will be asked to immediately leave the building and return home. Any child who becomes ill during the school day will be removed from the classroom to await immediate pickup by a parent or parent designee. Any individual who is notified that they are to quarantine due to exposure is asked to leave the premises immediately under the above two scenarios.</p>	<p>Same as yellow</p>	<p>Classroom teachers, Preschool director</p>	<p>Thermometers</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	Quarantined individuals may return to school when their quarantine has ended following the PA Dept. of Health and PA Dept of Education guidelines for return to school. Parents are expected to keep in close contact with the Preschool office regarding COVID 19 symptoms, quarantines and testing.	Same as yellow	Preschool Director	None	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	The preschool will utilize email notifications, as well as paper notifications sent home in buckets. When we must send a message home in the buckets, there will also be a note on the classroom board advising parents to check the buckets and their email.	Same as yellow	Preschool director	None	N
Other monitoring and screening practices	We will be asking parents to be vigilant with their child's health and their attendance at preschool. We need to work together to ensure that we stay open and that means keeping children who show any sign of illness at home.	Same as yellow	Preschool families	Ongoing reminders	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: The Governor has recommended the use of facemasks when inside businesses. The church is asking those who enter the building to wear a mask and we will ask that anyone over the age of 2 do so when entering the preschool. Teachers and students will be required to wear masks (unless they have documentation stating that they are medically unable OR the parent of a developmentally delayed child requests that their child be exempt) during school. Teachers will no be required to wear masks when children are not in the classroom. Masks will not be worn during snack/lunch time or playground/gym time. We also expect that teachers may have to temporarily remove their masks to effectively teach.

The protocols we are putting in place are to protect anyone at any level of risk. There will be no additional protocols for those at higher risk.

We are working on increasing our list of qualified and available substitute teachers and ensuring that we have individuals who would be available to work for 2 weeks at a time in the event of a staff member quarantine.

We have aides that can help in the classrooms as necessary while we are open, and if we must close due to a resurgence, we have ordered 7 tablets so that teachers can record short educational videos for their students so that we can continue to reach them at home.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Not beyond existing procedures	Same as yellow	Kristen McGaffin, Preschool Director	None	N
* Use of face coverings (masks or face shields) by all staff	Required, but allowed to be removed for snack, lunch, playground, gym, walking on the stairs and if necessary, to conduct large group teaching	Same as yellow	Kristen McGaffin, Preschool Director	Masks, one per staff person, per day of the week that they teach. Face shields & masks with the clear plastic panel to help with teaching.	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)
* Use of face coverings (masks or face shields) by older students (as appropriate)	Required, but allowed to be removed for snack, lunch, playground, gym and when using the stairs.	Same as yellow	Kristen McGaffin, Preschool Director	Masks must be provided by families	N
Unique safety protocols for students with complex needs or other vulnerable individuals	Only those set up as normally would be during a typical school year.	Same as yellow	Classroom teachers	None	N
Strategic deployment of staff	We hope to have multiple aides on staff who are directed to the area of greatest need as well as a quality substitute list.	Same as yellow	Kristen McGaffin, Preschool Director	None	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
Health and Safety plan	Teaching staff	Preschool Director	Staff meeting		8/25/20	8/25/20

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
Health and Safety guidelines	Families	Preschool Director	Monthly newsletter	7/1/20	5/1/21

Health and Safety Plan Summary: **Silver Spring Presbyterian Church Preschool**

Anticipated Launch Date: **August 31, 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
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The church custodian cleans the building spaces and the teachers do the cleaning in the classrooms with regards to tables, surfaces and toys. All toys are thoroughly cleaned before the school year starts and there will be extra cleaning this year to ensure readiness for students.</p> <p>We currently have sufficient cleaning supplies for each of the six classrooms as well as a minimum of two backups of each type of cleaner per classroom. We will need to resupply the stock as it is used.</p> <p>As a preschool, our bathrooms are already cleaned daily and doorknobs, railings and push bars will also need to be wiped down regularly. Tables are cleaned before and after use for snack and lunch. Teachers will need to make sure that they are leaving the cleaner on the tables long enough for them to be sanitized when cleaning them. When weather appropriate, classroom windows can be opened to help ventilate classrooms. All teachers will be trained on the updated cleaning procedures.</p> <p>At the end of the school day, additional cleaning will be done by the staff, depending on the situation in our community. That will include cleaning of the toys in the classroom with a bleach solution and extra cleaning of tables and chairs.</p> <p>All staff will be trained on cleaning, sanitizing, disinfecting and ventilation protocols. Training will be done prior to the start of</p>

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	the school year during our initial staff meeting. As a preschool, we already clean regularly based on our existing protocols.

Social Distancing and Other Safety Protocols

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<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>The Preschool is fortunate that our classrooms are already self-contained in that the students do not move from one classroom to another during the school day, nor do they mix with other groups of students during the course of a typical school day. There is no possibility of social distancing in a play-based preschool classroom, so our job is to do all we can to mitigate the spread of germs. We will do our best to limit the passing of classes in hallways, but they do not use communal spaces within the building except for special events, and those can be put on hold or scheduled differently. We will create one way traffic flow patterns for getting to and from the playground and gym.</p> <p>There will be hand sanitizing stations at each entrance to our program and children will wash hands upon entering a classroom if a sink is available in their room. If no sink is available, then they will use hand sanitizer. During free play, when children move from the floor to a worktable with a teacher, they will use hand sanitizer before using materials that are used by other children as well. They already use hand sanitizer or must wash hands after using tissues or the bathroom. Children will be using additional hand sanitizer as needed throughout the morning and will be required to wash hands during bathroom time, even if they do not use the bathroom.</p> <p>We have no school authorized transportation. Under the yellow phase, we will not have visitors to the preschool at all. During the green phase, we will allow special visitors who are doing programming for the students and tours to</p>

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<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>prospective families. Tours can be limited to one adult and one child if circumstances warrant and can be done in an empty classroom so as not to mix our guests with our students. We would not change our policies based on age as our children are within a narrow age range of 2-5. Our entire staff will be trained on our new policies and procedures as part of our first staff meeting before school starts. We have already started going over protocol options with staff during the development phase of our plans.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>We have purchased six non-contact thermometers for use in our classrooms. If we need to, we can take temperatures prior to people entering the building, but we prefer to monitor the children as they enter the classrooms. Any child with a temperature of 100.4 F or higher will be sent home. We will be tracking temperatures so that if we see a spike in an individual's temperature, they will be sent home as well. Temperatures will be taken daily and anyone running a temperature will be asked to stay home until they are fever free without medication for 24 hours before returning to school. If they have additional symptoms, we ask that they follow the PA Dept of Health and PA Dept of Education COVID 19 Symptomatic K-12 Student or Staff Process Flow.</p> <p>Anyone who has a family member advised to quarantine is asked to refrain from attending preschool for the duration of the quarantine. This includes staff and students. If no symptoms present themselves during the quarantine, they may return to school when it ends. Staff and families are asked to keep the Preschool Director informed as to quarantine status. Anyone who has a household member diagnosed with COVID 19 is asked to quarantine and refrain from preschool for the duration</p>

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	<p>of the quarantine. If the person diagnosed has been in the preschool building, then additional cleaning must be done. If someone who has been in the preschool is diagnosed with COVID 19, we will follow the PA Dept of Education Recommendations for Pre-K to 12 Schools Following Identification of a Case of COVID 19.</p> <p>Parents will be notified via email and a note in buckets and on the board anytime we have a confirmed case or there is a quarantine situation affecting a certain group. Anyone who is unable or chooses not to return to school has the option to withdraw.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>The Governor has recommended the use of facemasks when inside businesses. The church is asking those who enter the building to wear a mask and we will ask that anyone over the age of 2 do so when entering the preschool. Teachers and students will be required to wear masks (unless they have documentation stating that they are medically unable OR the parent of a developmentally delayed child requests that their child be exempt) during school. Teachers will not be required to wear masks when children are not in the classroom. Masks will not be worn during snack/lunch time or playground/gym time. We also expect that teachers may have to temporarily remove their masks to effectively teach. We do have face shields that can be worn during those times.</p> <p>The protocols we are putting in place are to protect anyone at any level of risk. There will be no additional protocols for those at higher risk.</p> <p>We are working on increasing our list of qualified and available substitute teachers and ensuring that we have individuals who</p>

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	<p>would be available to work for 2 weeks at a time in the event of a staff member quarantine.</p> <p>We are working to get aides that can help in the classrooms as necessary while we are open as well.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Session of Silver Spring Presbyterian Church reviewed and approved the Phased School Reopening Health and Safety Plan on **June 25, 2020**.

The plan was approved by a vote of:

Yes

No

Affirmed on **June 25, 2020**

By:



(Signature of Board President)*

John Carroll, Clerk of Session

(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.