

Health and Safety Plan for La Salle Academy

La Salle Academy Return to School Plan Submitted by Stephen Mickulik, Principal

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

Every Staff, student, and visitor will have temperature checked and answer survey questions.  
 -Surveys will be kept in confidential location for approx. 30 calendar days and available for request of Diocesan Administration or Local or State Authorities.  
 -Signage on floor and walls will help suggest 6-10 feet of space for social distancing

How did you engage stakeholders in the type of re-opening your school entity selected?

Via information via email, text, and social media, school web-site, OptionC.  
 Offer PD during orientation back to school in August and ongoing with all new introductions of safety equipment or methods and procedures to students, faculty, staff, parents, and all constituent partners and stakeholders.

How will you communicate your plan to your community?

We will communicate the plan to the community via email, Postal Mail, School and Parish Web-sites, Facebook and in daily interactions at main office, through signage throughout the school and parish buildings wherever appropriate.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Once qualifying information is taken in, both local health officials and Office of Education will be notified. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education. Advisement will be considered through scholarly reference to the latest understanding of the nature of the pandemic at the time, and every attempt will be made to follow guidelines from local and federal Medical Governing Board(s), School Guidelines and Diocesan Guidelines and policies, school nurse recommendations as well as recommendations from the local public school districts to which LSA students belong with special preference to have the option to act in parallel to local public school nurses, especially the school nursing staff of Governor Mifflin Area School District, of which La Salle Academy Admin and Staff have enjoyed a long-standing working relationship.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Stephen Mickulik	Principal/ Coordinator/ Parent	Both
2	Rev. Richard Clement	Pastor/ Trustee/ Uncle	Both
3	Rev. Philip Rodgers	Pastor/ Trustee/ Uncle	Both
4	Karen Sterner	Head Teacher/Classroom Teacher/ LSA Alumni Parent & Grandparent	Both
5	Betsey Donahue	Classroom Teacher/ADLTA Faculty Union Rep./ LSA Parent of Alumni	Both
6	Stan Plesnarski	Fmr. Advisory Brd., Engineer, LSA Parent of Alumni	Pandemic Crisis Response Team
7	Mary Ellen Szymanski	LSA Schl. Adviosry Brd./Alvernia Univ. Prof. Nursing Program, Parent	Health and Safety Plan Development

8	Amy Hendrix	RN-Dermatology, LSA Parent, Business Owner	Health and Safety Plan Development
9	Jason Leininger	Electrician, CYO Pres., LSA Parent	Pandemic Crisis Response Team
10	Jamie Slotkin	ER Physician, LSA Parent, Business Owner	Health and Safety Plan Development
11	Edward Hein	Allergist, /Fmr. Dir/Faculty-. Pediatric Allergy Dept., Cleveland Clinic, /Fmr. Church Council Member, Atonement Lutheran/ Parent & Grandparent	Health and Safety Plan Development
12	Kermit Bartholomew	Fmr. Schl Principal, GMSD/ Resident/ Parent & Grandparent	Both
13	Mary Cajigas	LSA Admin. Asst., LSA Parent of Alumni	Both
14	Tony Cannon	CYO Board., LSA Parent	Pandemic Crisis Response Team
15	Thomas Doyle	LSA Maintenance Supervisor, LSA Grandparent	Pandemic Crisis Response Team

How will you ensure the building is cleaned and ready to safely welcome staff and students?

Mint Condition Cleaning Company will be doing a deep clean to the entire building prior to opening. The deep clean will entail a disinfectant being applied throughout the building using an Electro Static sprayer device.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Supplies are provided by the contract cleaner, Mint Condition.

Misco Products (a local disinfectant manufacturer) will donate disinfectants as needed.

MSDS sheets for every chemical are maintained in a Maintenance binder housed in the school's main office and includes annual diocesan and local inspection report records for all HVAC and mechanical operations of the building.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

The building will be cleaned nightly by Mint Condition. High touch surfaces including: Light switches, desks, chairs, door handles, drinking fountains, bathroom fixtures, air dryers and paper towel dispensers will be disinfected nightly with an EPA Registered, CDC recommended disinfectant.

Air Conditioning and Ventilation shall be regularly monitored by school personnel, for ventilation, (air movement), and temperature.

For Cafeteria at Lunch: (any time food is eaten AM or PM): Seats, tables, counters shall be disinfected between/after each use.

Labs: Science Lab, Library, Art Room, Music Room: Seats, tables, counters, devices/equipment shall be disinfected between/after each use.

\*W.A.I.T.T.!-(pronounced "waAAit!-stands for-"We're All In This Together) Every member of the LSA community is hereby deputized to speak up and share information with any/all school personnel if/when items pertaining to this section appear out of order, broken, in need of service, cleaning, or adjustment. (Hopefully, this will be fun for kids to say but expressing a very important concept; to let adults know something needs attention for the safety of all in the community.)

What protocols will you put in place to clean and disinfect throughout an individual school day?

Daily:  
Teachers will disinfect classroom surfaces and items with cleaning products provided by Maintenance Director who will also provide PD on each item's use.

Regular replenishment of supplies will occur via Main Office Supplies requisition forms, (already in use for frequent-use classroom items).

During School:

Cleaning the Classroom procedures will be developed and shared at Faculty Meetings with teachers of similar cohort grades, (a)PS, PK, & KG, (b)1st-4th, (c)5th-8th, (d)Labs/Specials Rooms/Aftercare/Gym\* and formalized into CLASS CLEANING ASSIGNMENTS and POSTED on the WALL NEAREST each classroom door.

Non-Classroom areas: (e)Cafeteria/Gym\*, (f)Offices (g)Hallways & Display Areas/Display Cases will also have cleaning procedures developed by Maintenance Supervisor, shared with faculty and staff.

After School:

Because students will be in place throughout the day disinfecting will occur a nightly basis by Mint Condition.

\*The Gymnasium can be utilized by a number of groups, students in class, aftercare, CYO & various parish groups within a single day. Cleaning and disinfecting on a thoughtful and regular basis by any group using the space will work to promote continued health of all in the LSA community.

Charting Completion Protocol component: In order to be transparent and accountable but to also keep procedures manageable, which should lead to maintaining long-term compliance, a charting system to record interval completion of cleaning/disinfection tasks shall be maintained. The Response team will explore/search for models of completion charts, (looking for the most efficient layouts) for incidental, daily, monthly, annual, cleaning procedures to be used by school personnel to document steps taken as well as evaluate areas for ongoing improvement and interval adjustment, cost analysis, short and long-term budgeting, and future product pricing negotiation. (Data answers the questions: How much are we using? How often are we doing X? Is this procedure sufficient/unnecessary? Can we get better pricing on X?, etc.)

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?

Mint Condition will be handling these procedures. A representative from Misco Products (a disinfectant manufacturer) will review disinfectant procedures with Mint Condition to ensure all individuals charged with disinfecting are properly trained.

When: In August 2020 for initial inception of cleaning procedures. During the school year during 2nd Trimester to review efficacy of procedures and train other identified community constituents.

Preparedness measures:

- Survey of awareness of procedures after a period of time; "Yes/No-Surveys, Sample question-"Are you aware that the school does X?"
- Immediate Feedback Slips: Digital in nature, "Send us a message button on web-site" where visitors to the site can answer a daily question. Every so many days, the question will be about cleaning procedures. Respondents can use the virtual slips any time to express a compliment or concern.
- Monthly review by Maintenance Supervisor, School Admin and Faculty at briefing at Faculty meeting.(5min. or > as necessary)

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Maintenance Supervisor & Principal	Provided by Mint Condition & Misco	Y

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Maintenance Supervisor & Principal	Provided by Mint Condition and Misco	Yes

Other cleaning, sanitizing, disinfecting, and ventilation practices

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Daily, Nightly, Itinerant Cleaning as necessary	Similar to Yellow Phase	Maint. Sup. & Principal	Mint Condition & Misco	Yes

How will classrooms/learning spaces be organized to mitigate spread?

Clean Floors and More will be doing a deep clean to the entire building prior to opening. The deep clean will entail a disinfectant being applied throughout the building using an Electro Static sprayer device.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

Students attending school in person may be grouped in cohort groups for entrance and pick-up and remain with their class, in the classroom as much as possible throughout the school day.

Drop-off: 3 scan stations-, two attendants per station: May be volunteers and school nurse and office staff  
 Bus riders checked at the door, thermal scan and questionnaire  
 Car Riders: checked at vehicle with thermal scan and questionnaire, PS-KG Main Entrance. Gr.1-4 Use Cafeteria Entrance, Gr 5-8 Use Lot 2 entrance.

What policies and procedures will govern use of other communal spaces within the school building?

Social Distance of 6-10 feet wherever possible.

-usage of communal spaces By Appointment ONLY, administrated through main office on a calendar and approval by Principal for ALL groups with a prior-approval form.

-Masks mandatory for every individual entering/exiting. LSA and St. John Baptist de la Salle Church Preschool and Prekindergarten students, any age, must wear mask in communal spaces until situated.

-Doors, whenever possible, will remain closed to decrease contamination from hallway contaminants.

-Sanitize stations will be placed at every doorway entrance to communal spaces with proper hygiene signage.

-Soft surfaces, as much as possible, will be removed from communal spaces to decrease contamination storage and increase sanitation factor.

-Water Fountains: Consideration was given to completely closing all water fountains. The committee was informed by the Shillington Borough Engineer and Code Compliance officer that according to the 2015 regulations, which Shillington Borough uses for school compliance, our building must operate with one working drinking spigot during the school day. LSA will turn off 5 of the 6 water fountain spigots. LSA is attempting to locate funds to add 3 water-bottle filling stations with touchless filling to work in concert with our plan to have the students drink water at certain breaks to keep the students from getting too dry as wearing a mask all day is critical for safety. We feel that we can successfully add regular sanitizing of the filling station to the hall duties of the maintenance and faculty as we administrate staggered breaks throughout the school day.

How will you utilize outdoor space to help meet social distancing needs?

Use for recess and alternative class/meeting space as available. Use a combination of side and rear doors to keep students safe but able to ingress and egress from recess and break periods utilizing fields/yards in one direction through doorways to avoid pass-by contact.

Intend to plan increased number of breaks that can utilize outdoor space weather permitting although in keeping with increased social distancing requirements that limit movement for an increase in safety.

How will you adjust student transportation to meet social distancing requirements?

Back up receiving time in AM by 15 minutes (first, 8-31-9/11/2020) or 30 minutes (9/11-X) to accommodate longer assumed intake procedures.  
Begin Pack-up at end of day by 15 min (8/31-9/11/2020)?

Bus riders have a thermal scan and questionnaire and may be quarantined in large side of Gym until parents can pick-up if presenting with symptoms of COVID-19, (or other illness, etc.) in a negative pressure environment, (more air moving outside than in for ventilation, achieved by opening, roof-mounted, large capacity fresh

air vent exhaust fan in gym).

Parents will pick-up students by car in 1st-8th grades in Lot 2 and drive around to Preschool side of school to pick-up KG or PREK, and full-day Preschool students. (Half-Day or regular early dismissal students plan to utilize main doors from Lot 1 bus loop.)

Special dismissal days, such as half-days, (12:00pm) and days immediately prior to holiday breaks will be assigned appropriately separated dismissal doors by grade.

All Traffic will be directed drive in a clockwise fashion through parking lots and around the building to ensure pedestrian and even vehicle safety as these pick-up procedures shall now necessitate certain parents with multiple children in certain grade combinations to have multiple pick-up points but which will allow students to stay at opposite ends of the building, to not have to congregate in hallways or pass by each other to dismiss.

What visitor and volunteer policies will you implement to mitigate spread?

Installing a teller window and divider in Main Entrance vestibule to alleviate allowing every visitor into the school office. Not every visitor needs to enter the school building just to drop off small items.

Divider will allow for increased entrant safety but will also allow a separation gap to turn away visitors with suspected symptoms prior to entering the school building, requiring deeper cleaning procedures.

All Visitors must now have an appointment to enter the school building, sign in, thermal scan and answer questionnaire.

Any visitor or volunteer with a temperature above 100.4 degrees F or answers questions from the Questionnaire that indicate COVID-19 symptoms will not be permitted to enter the school or participate in the planned volunteer activity that day or any school sponsored in-person activity for 14 days, and will be asked to seek medical attention, to self-quarantine for 14 days, (or the recommended number of days at that time following CDC guidelines), and will NOT be permitted to enter the school building. They will be asked to return to their vehicle and to leave as safely as possible.

Maintaining results:

Questionnaire results will be kept in a confidential file in main office for a period of 30 days for contact tracing needs.

After 30 days, the results of the questionnaires will be shredded in shredding machines in the main office to destroy the contents.

Questionnaires will be made available to diocesan administration and Pastors upon request. Questionnaire results will be made available to local, state, and federal health authorities upon written request for just cause. The diocesan Office of Education will be informed by the principal of any requests by local, state, or federal authorities following the school's regular practice of information requests by local, state, or federal agencies.

Will any of these social distancing and other safety protocols differ

Preschool, Prekindergarten and Kindergarten students will be allowed to remove facemasks once in their classroom. Although

based on age and/or grade ranges?

every effort will be made to attend to the 6-foot spacing rule for social distance, Preschool, Prekindergarten, and Kindergarten students of La Salle Academy and St. John Batiste de la Salle Preschool and Prekindergarten programs may be unable to keep every student 6-feet apart at all times of the school day.

The latest guidance from the CDC is for students to wear masks for as long as they are able during the time at school to reap the benefits associated with covering the face while outside the presence of immediate family at home. Ideally, this rule would apply to every student.

Grades 1-5 students, who attend class daily in self-contained classrooms, may remove masks in class when spaced 6-feet apart with face shields for planned breaks, when eating or doing specific activities that require the teacher to observe full facial expression, for example observing the student's lips in the formation of words, etc..

Grades 6-8 students, who may switch classes, however minimally, may remove masks only in class when spaced 6-feet apart with face shields for planned breaks, when eating or doing specific activities that require the teacher to observe full facial expression, for example observing the student's lips in the formation of words, etc..

How will classes operate if the school offers a stay-at home option?

The virtual plan for students, based on survey requests is to offer a completely virtual at-home option as well as a 5-day in school version simultaneously from Aug 31, the first day of school for the entire year, as needed. The overarching goal of any virtual program is to become sophisticated to the point that time spent interacting online between student and teacher maximizes the benefits of online environments while allowing students to remain in the safest environment possible by avoiding leaving the home until a cure is available.

The option for parents to switch children into either program will be on an as needed basis. The cost of tuition will be the same for either program. This means that a parent can elect to start the year in person and go to virtual somewhat immediately, in case the child or a household member becomes ill and needs to quarantine for precaution or other health related reasons. Likewise, the parent could elect for the student to return to full-in-person classes provided there is still room within that particular grade level in compliance with social distancing requirements.

Also, survey based, the request for more time each school day for synchronous learning, (learning where the teacher is actively

teaching a lesson and making teacher-student interaction, in person or online, respectively), and a reduction in asynchronous learning (learning where the student learns and discovers information on his or her own: Also commonly referred to as self-directed research, homework, and busy-work)

-The Week at a glance: Virtual classes PreK-5<sup>th</sup> will have the self-contained teacher offer a weekly overview of the week's work on the parent's Option C account. It's the only place a parent or grandparent helper needs to have the student show them where go online.

-Daily virtual lessons: A daily virtual class session will take place that the virtual students are expected to attend, on time in school uniform. The virtual class will occur within the in-school class time where the teacher will have a laptop with a camera facing the teacher only and proceed with the lesson. As much as possible, notes, charts, presentations will be available through Google Classroom Suite classroom tools online for home-based students to utilize during instruction. These same materials are utilized by the in-school students on their Chromebook devices from their desk. Parents ensure the child is online and attending. Virtual time will occur for Religion, Language Arts, Mathematics, Science & Social Studies, & Reading. Time online each day with the teacher will range from 60-90 minutes online of direct instruction and 60-180 minutes of self-paced learning each day.

-Weekly One-on-one Teacher /Student Learning: Homeroom teachers will schedule a 30-minute, (Approximate) individual virtual student learning session with each student in their homeroom each week between Thursday or Friday. This private individualized one-on-one time allows the student and teacher to connect directly and for the teacher to fine tune instruction, check progress, assess learning, answer questions and provide a superior level of support for the student's maximum individual progress benefit. Also, meeting times outside of school hours, based on parent's availability during an evening (6-9PM) Mon-Thursday, can be coordinated with the Homeroom teacher via email request to discuss progress or how to help the student find and perform assigned learning modules and curricular exercises.

-Grades 6-8 will have the Week-at-a-Glance with all of the week's assignments loaded onto Option C for each subject. While there are multiple teachers in the middle school that teach different subjects, the information to help parents only need to look into one place for the assignments will be accessible from the student's and parents' Option C accounts.

-Daily virtual lessons in Core subjects, Religion, Math, Reading, & Science will occur each day for a total of 120 minutes each day of the week from 8:30AM-10:30AM where the students will be let into the class virtually from home but lean from the teacher as the lesson is presented in real-time with the in-person students.

Another 60-minute class session will occur from 1:00-2:00PM each day of school. Middle School Students are expected to attend all sessions on-time and in uniform. Science, Social Studies and foreign language classes will occur on alternating days but have self-paced assignments that span the on to off days.

There will be a self-paced work period each class day from 10:30am-1:00pm. Students are expected to work on home assignments during this period and can email questions to teachers. Teachers will do their best to answer questions as they are able during the day but will likely answer most emails after school unless they happen to see the student in the upcoming afternoon session.

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?

All Stakeholders will be trained.

August 2020 will be the initial training for various stakeholder groups beginning with faculty, staff and admin, and regular daily/monthly contractors who service the school. Next parents and volunteers.

Then in Trimester #2 for new staff, volunteers, etc. Also to coincide with a midpoint review of the effectiveness of procedures.

Social Distancing and Other Safety Protocols

	Acti ons Ste ps und er Yell ow	Act ion Ste ps und er Gre en	Lead Individu al	Mat er ials, Reso urces and/o r Supp orts Need ed	PD Req uire d (Y/N )
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	X	X	Maint/Pri n.		Yes

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	X	X	Maint/Prin.		Yes
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	X	X			
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	X	X	Maint.		Yes
Identifying and restricting non-essential visitors and volunteers.	X	X	Princial		Yes
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	X	X	Princ/CYO		Yes
Limiting the sharing of materials among students	X	X	Teachers		Yes
Staggering the use of communal spaces and hallways	X	X	Everyone		Yes
Adjusting transportation schedules and practices to create social distance between students	X	X	Prin. Fac.		Yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	X	X	Prin. Fac.		No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	X	X	Princ/Fac/AftrCR.		Yes
Other social distancing and safety practices					

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

- Faculty (And Aids) will plan to monitor by taking time during class to check. (also In lesson plans)
- Check during breaks by asking and observation.

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)?

- All upon entry and major re-entry(returning from field trip, etc)
- Asking parents to check EVERY day before bringing students to school in the morning and again prior to all return trips to school such as returning for afternoon practice, meetings, etc.**
- upon request by student or faculty during school operation

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?

- Appropriate response depends on where in the school the confirmed case is noted and where the individual(s) may have traveled since entering the building that day.
- The individual(s) is(are) separated from the rest of the school community in designated quarantine space(s)  
(The length of the school makes it necessary to designate multiple areas for quarantine so as not to send a suspected exposed individual past unexposed individuals unnecessarily.)
- every attempt should be made to maintain safety and dignity (privacy, etc.) of the suspected individual during the quarantine process and dismissal process.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

Principal (or Head Teacher when Principal must be away from school) in concert with the school nurse.

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?

Add staff must have note from doctor to return to work.

Staff unable to return may be subbed for the prescribed quarantine period and or teach remotely if the needed time should extend past the quarantine period, or teach remotely should the school be placed in mandatory shut-down.

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

First round is parent request in August. Second is when parents may request to move to the fully-online schedule during the year. The justification requirement from the parent to transition their child(ren) to a fully-online schedule is intentionally broad in order to offer families the maximum amount of privacy and dignity and flexibility on the part of the school to show that the child's education in the best environment, not just least restrictive, for him or her. However, the actual process of switching from one form of learning, in-school to at-home, during the same school year has its own set of peculiarities, as was experienced by many last year, and remains a transition that should be engaged purposefully.

-Every individual family situation would be respectfully and thoughtfully evaluated on its own. For example, a family may have chosen to send the children to school to start the year, but a household member becomes positive for coronavirus or the family is taking precautions by quarantining for a prescribed number of days. This will allow the student to switch from in-person instruction to at-home instruction rapidly for the benefit of all in the community. (Note: see section on how to return to school if staying home to quarantine is the reason for absence)

Recognizing that the greatest intention is for all students to return when it is safe, but that it is unpredictable at this time if it will occur for some or many months when the status of the state becomes all-clear, guidance will be provided at that time on a plan for all students to return in a metered timeframe and under certain conditions.

-LSA will accommodate students by offering families a hybrid option to stay at home to complete coursework or be in school as we are able. There will be no difference in tuition for in-person or stay-at-home so as not to encourage families to have to choose one option over another.

-The fully-online schedule will run daily however slightly different from the fully-in-person model to account for transitions and lesson delivery capabilities in different environments, home and school. The fully on-line schedule will require grade-dependent, regular parental chaperoning and additional orientation. (Middle school students may require less constant attention than primary grade students, etc.)

It may be noted that the fully-online schedule may more closely represent preparation for another possible stay-at-home order scenario.

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?

-as soon as possible via OptionC text and email with information pertinent to the other involved families all in accordance with best practices for upholding the appropriate level of privacy afforded to all students and families in Pennsylvania Diocesan Schools.

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?

Amin, Faculty, and Staff will be trained. Volunteers serving it roles that require sharing protocol responsibility.  
 Training will occur in Aug. 2020 and through the school year as necessary and with the introduction of new protocols as they become available.

**Monitoring Student and Staff Health**

	Acti on Step s under Yell ow Pha se	Acti on Step s under Gree n Pha se	Lead Individua l and Position	Material s, Resourc es, and/or Support s Needed	PD Requir ed (Y/N)
<b>Monitoring students and staff for symptoms and history of exposure</b>	X	X	Faculty/St aff		Yes
<b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	X	X	All Employee s		Yes
<b>Returning isolated or quarantined staff, students, or visitors to school</b>	X	X	Principal/ Staff		Yes
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	X	X	Principal	Mail, Option C, Social Media	Yes
<b>Other monitoring and screening practices</b>					

What is the local policy/procedure regarding face coverings for staff?  
 What is the policy/procedure for students?

Masks at all times to and from the building is a requirement for all Staff & Faculty.  
 Maintain appropriate social distance at all time as much as possible.  
 Masks whenever 6-feet or less.

May Remove masks to eat but must maintain 6 feet of distance to another individual.

Same as above for students. See other sections of this plan for specific face covering procedures by grade level. *Note: Families that request that a student NOT wear a facemask during school must supply a doctor's note. The request may not be approved depending on the particular situation but as always, every request for accommodation for a student is considered on its own within the context of safety of the community as well as the individual student.*

What special protocols will you implement to protect students and staff at higher risk for severe illness?

-We will treat high risk students as any other student in terms of learning what the risk involves in terms of necessary accommodations and evaluate if we can safely handle the accommodation in school or determine what is within our power to alter at school for the good of the student's learning.

We may be able to offer the student a fully-online schedule to start the year and for as long as they remain in the high risk category.

One of our greatest goals shall always be to help this and all students feel as normal, wonderful, special, and as much the gifts of God they are to us and their families as possible throughout their entire school career with us at La Salle Academy and then at Berks Catholic High School.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

All Substitute teachers will be invited to Aug 2020 training and as they come on board during the school year.

Safety policies will be categorized and bulleted into a laminated mini-flip-chart the substitute teacher, (and also all teachers and staff), can carry with them to help learn/remember our school/county school's safety procedures.

Possibly, though a shared good will of fellow regional and diocesan principals to explore our safety plans together in subsequent weeks, we may find identical and similar procedures, and even adopt good procedures from our sister schools to share a uniform set of overall procedures that makes a substitute informed and confidently able to serve in any of our schools. Then, that we might consider a POOL of substitute teachers, especially given that many of our diocesan substitute teachers may fall into the high risk categories by age or health condition already and may not be able or willing to come to sub upon learning that the assignment is in place because a teacher went out due to exposure.

How will the School 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?

LSA will continue to allow BCIU and School Based Psychologists and Counselors to operate and help coordinate times for them to regularly meet in daily/weekly class plans, online and in person.

Classroom Aids qualify as both instructional and non-instructional staff at different times and already regularly provide an often unnoticed but critically valuable support to manage and maintain smooth daily school operations. In their non-instructional role, Aids will be asked to be additional eyes and ears with faculty and school admin to monitor student progress as a social and emotional support to LSA students and others in the community.

Utilize community counseling venues, Caron Foundation and RUOK, local wraparound agency Mobile Therapists, Psychologists, and speakers, (Jodie Blanco, etc.) that can offer PD

Other Considerations for Students and Staff

Action Plan in	Action Plan in	Lead Individual and Position	Materials, Resources, and/or	PD Required (Y/N)
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	Yellow Phase	Green Phase		Supports Needed	
Protecting students and staff at higher risk for severe illness	X	X	Principal/Faculty		Yes
Use of face coverings (masks or face shields) by all staff	X	X	All		Yes
Use of face coverings (masks or face shields) by older students (as appropriate)	X	X	All		Yes
Unique safety protocols for students with complex needs or other vulnerable individuals	X	X	Principal/Faculty		Yes
Strategic deployment of staff	X	X	Principal		Yes

### Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Cleaning Classroom	Faculty/Staff	Misko Rep	Demo	Cleaning Supplies to demonstrate	8:00am	10:00am
2	Cleanig Halls/Offices	Faculty/Staff	Misko Rep/Mint Cond. Rep	Demo	Cleaning Supplies to demonstrate	10:30am	11:30am
3	Pick-Up/Drop of Procedures	Faculty/Staff/Admin	Admin, Maint Dir.	on location	entrances and exits	8:00am	11:00am
4	Helping my student Succeed during Pandemic: In-service	Parents	Homeroom teacher	Online	Internet connected device	TBA Varies by class	
5	Expectations & Ground Rules for Class, Orientation	Parents and Students together	Principal and Homeroom Teacher	Online	Internet connected device	TBA Various times	
6							

### Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	In-School/at home instruction models	Parents by grade	Principal	Email, Voicemail, Zoom Meeting	Aug. 2	Aug 2
2	Safety Plan Overall	All Families	Principal	Email, Voicemail, Mail	Aug 4	Aug 4
3						
4						
5						
6						

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

	<b>Strategies, Policies &amp; Procedures</b>
<b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	Plan to complete and reproduce in paper form as well as online form upon approval of overall plan.

School La Salle Academy

Plan Submitted By Stephen Mickulik

Approved by Dr. Philip Fromuth

Date 07-27-2020