



Phased School Reopening Health and Safety Plan Template: Timothy School

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: (THE TIMOTHY SCHOOL)

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 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?

The Timothy School is an approved private school for students with autism, ages 5-21. The following health and safety (reopening) plan has been developed with the unique needs of our student population in consideration. The Timothy School is planning to begin the 2021-2022 school year fully in-person with continued mitigation efforts in place to ensure the health and safety of our students and staff members to the greatest extent possible. The administrative team will continue to closely monitor and adhere to all guidelines set forth by the following agencies: Center for Disease Control (CDC), Governor Tom Wolf, Pennsylvania Department of Health, Pennsylvania Department of Education, Chester County Department of Health and Tredyffrin Township.

In addition to monitoring the agencies listed above, the administrative team will remain in close contact and communication with school districts with placed students, the Alliance of Approved Private Schools and other local school administrators. Administrators will provide ongoing, open communication to Timothy School staff members and parents regarding the health and safety (reopening) plan via email, the school website and Class Dojo. This plan may require adjustments and revisions based on emerging recommendations.

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
- 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). As of 8/13/2020, The Timothy School has shifted to a full remote learning plan for all students for the first quarter of the school year. The pandemic team will continue to assess the situation and hopes to implement the blended reopening plan described in this document, beginning on Monday, November 9, 2020. Timothy School reopened following a blended reopening model on 11/9/2020.
- 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 (total reopening): (9/7/2021)

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)
Sarah Greim	Administrator	Pandemic Coordinator; Both
School Nurse	School nurse/Community Health Official	Pandemic Coordinator; Both
Rick McGurl	Building Maintenance	Health and Safety Plan Development
Tom Gervasi	Business Manager	Health and Safety Plan Development

Adam Carter	Transition Supervisor	Both
Amy Noone	Supervisor of Elementary Education	Both
Cheryl Mark	Supervisor of Secondary Education	Both
Alene Papish	Behavior Analyst	Health and Safety Plan Development
Wendy Moran	Director of Consultative Services	Health and Safety Plan Development

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.

- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Building Preparation: The school's HVAC units were updated with higher efficiency filtration and ventilation systems at the start of the 2020-2021 school year. Enhanced cleaning protocols will continue to occur during the 2021-2022 school year. Informational signs remain on all building entrances and throughout the school building to provide continued reminders and education on the importance of wearing masks, washing hands, staying home when sick and maintaining proper social distancing whenever possible.

Procurement of adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#): The school currently maintains and replaces all adequate disinfection cleaning supplies as needed. All supplies meet OSHA and CDC requirements for COVID-19.

Frequency of cleaning/sanitation/disinfecting/ventilation protocols/procedures to maintain staff and student safety: In an effort to maintain staff and student safety, the school's cleaning company continues to implement cleaning, sanitation, disinfecting and ventilation protocols daily throughout the school building/other campus buildings. The daily cleaning will take place after students and staff members have left the building each day. The cleaning company completes a checklist of finished cleaning tasks daily. Maintenance supervisor will check building conditions/sanitation each morning prior to staff/student arrival. Deep cleanings are scheduled as applicable and/or needed.

Protocols to clean and disinfect throughout individual school day: Throughout an individual school day, classroom/school staff will frequently sanitize/disinfect high touch areas (e.g., desks, tables, doorknobs, light switches, electronic devices, railings, playground equipment, etc.), bathrooms/common spaces and health office as able/needed. Disinfectant wipes/sprays and gloves will

be supplied to all classrooms and common areas to aid with cleaning throughout the school day. All necessary cleaning/disinfectant supplies can be found in the supply closet near the front office.

Stakeholders trained/preparedness to implement: All school staff members have been previously trained and regularly updated on health and safety measures.

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. High touch areas cleaned/disinfected frequently throughout the day (tables, desktops, doorknobs, light switches, countertops, handles, desks, phones, playground equipment, all devices). 2. Building bathrooms (toilets, faucets, sinks, doorknobs, light switches) cleaned/disinfected regularly throughout the day. 3. Drinking fountain closed for use. Staff and students encouraged to bring water from home. 4. Health office cleaned/disinfected frequently throughout the day (all high touch areas including doorknobs, counters, cots and health office bathroom) 5. HVAC systems updated with higher efficiency ventilation and filtration</p>	<p>'same as Yellow'</p>	<p>School Nurse, Pandemic Coordinator/School Nurse Rick McGurl, Building Supervisor Classroom Staff Professional Cleaning Company</p>	<p>Gloves, disinfectant wipes, disinfectant spray (all meeting EPA's criteria), paper towels</p>	<p>Y</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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	1. Soft surfaces (classroom rugs, privacy curtains in health office, carpets in classrooms or common areas) removed and/or cleaned according to OSHA and CDC guidelines if unable to be removed. Cleaning and Disinfection for Community Facilities 2. Electronic devices such as iPads wiped down in between each use as recommended by CDC and OSHA guidelines 3. Proper PPE required	'same as Yellow'	School Nurse, Pandemic Coordinator/School Nurse Rick McGurl, Building Supervisor Classroom Staff Professional Cleaning Company	EPA-approved soft surface cleaner, disinfectant wipes, gloves	Y

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Organization of classroom/learning spaces to mitigate spread: Classroom/learning spaces organized to allow maximum space between students in order to mitigate spread. Desks should be arranged to allow for three-six feet distance between students and facing the same direction; dividers/desk barriers will be utilized as needed to increase spacing opportunities. Teachers/therapists can opt to utilize face shields (in addition to face mask coverings) during 1:1 instruction with students and other situations when needed/desired. Students should take breaks at individual desks, using their own break materials, whenever possible.

Grouping of students with staff members to limit number of individuals who come into contact with each other daily: Classroom teacher and staff will remain with students within their class throughout the school day. Intermingling of groups should be limited to outdoor or open spaces.

Policies and procedures for use of communal spaces: Communal spaces throughout the school building will be limited in use to one group at a time. Students and staff will eat snack and lunch in the classrooms. Shelf-stable lunches are encouraged to avoid the need for communal use of microwaves. Any communal spaces that must be used will be sanitized/disinfected before and after each use to mitigate spread.

Use of outdoor space: Outdoor space such as fields and play areas will be utilized and encouraged during agreeable weather days to allow for socially distanced physical education, activity and learning. Playground equipment should continue to be cleaned/disinfected/sanitized regularly throughout the school day, including all high touch areas. Students and staff members will sanitize hands when exiting the building for outdoor activities and upon re-entry to the building, using sanitizer stations located at all entries/exits.

Hygiene routines: Students and staff will wash/sanitize hands multiple times throughout the day, but especially upon arrival, after using the bathroom, before/after playground/outdoor activity and before/after eating of any snack/meal. Use of hand sanitizer will be encouraged throughout the school day and staff members will monitor student use. Personal grooming skills, such as brushing teeth, washing faces and toilet training programs will be halted temporarily due to increased risk for spread. The hold on these goal areas has been addressed via IEP revisions.

Student transportation: Transportation will be reviewed with students' home school districts to ensure social distancing is being maintained on the bus/form of transportation. All students and staff on transportation required to wear face coverings as mandated by the PA Dept of Health (as tolerated for students). Families encouraged to transport children to/from school if feasible. Arrival/dismissal locations will be altered to allow for more efficient temperature-taking/symptom checking upon arrival and greater social distancing within school entrances/hallways.

Visitor/Volunteer policies: Visitors will be permitted in the building on an as-needed basis. All non-essential visitors and volunteers continue to be restricted at this time. All meetings, including IEP meetings, will occur via Zoom or telephone if needed. Educational professionals providing services to students (e.g., physical therapists and school psychologists) will be permitted to enter the building, but will be required to undergo screening prior to entry and provide phone number for contact tracing purposes. All mail/packages will continue to be left outside of front door.

Social distancing and other safety protocols: Social distancing and safety protocols will be the same for all ages, but will be modified depending on student need and ability. The ability to resume off-campus internships, community-based instruction and field trips will be assessed in September 2021. A decision will be made based on the transmission rates and COVID-19 guidance and communicated to all stakeholders at that time. On-campus substitutions will be considered and implemented when/where possible. Physical contact such as high fives, handshakes, and fist bumps are not allowed at this time. Staff members will continue encouraging socially distanced forms of praise and celebration.

Training for stakeholders: Training provided during the 2020-2021 school year; reminders and refresher trainings will be provided at the start of the 2021-2022 school year.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<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>	<ol style="list-style-type: none"> 1. Classrooms will be restructured to provide maximum space available between students (and staff members when applicable). 2. Additional dividers provided in classrooms to assist with social distancing/spacing of student desks. 3. All desks facing in one direction and/or students only sitting on one side of a table, spaced apart appropriately 4. Students will break at individual desks with materials used only by the individual student (classroom play/break areas temporarily removed or closed off) 	<p>'same as Yellow'</p>	<p>Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor</p>	<p>Dividers, floor 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>	<ol style="list-style-type: none"> 1. All students/staff will eat snack and lunch in the classrooms 2. All students/staff will wash/sanitize hands prior to eating 3. To the extent possible, shelf stable lunches are encouraged 4. Staff encouraged to take short, staggered lunch breaks outside of classroom space (outside in nice weather, in car, etc.) in order to have the chance to remove masks and have a chance to safely eat 	<p>'same as Yellow'</p>	<p>Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor</p>	<p>N/A</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)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>1. All students/staff will wash hands frequently throughout the day, minimally upon any entrance/exit into/from the building, after each bathroom trip and before/after snacks/meals. 2. Touchless hand sanitizer dispensers are available for use in all classrooms and general locations throughout the school building; regular use is encouraged when washing hands with soap and water is not an option.</p>	<p>'same as Yellow'</p>	<p>School Nurse, Pandemic Coordinator/School Nurse; All staff</p>	<p>Signs in bathrooms depicting proper handwashing techniques; video training on proper handwashing techniques; social stories for students about the importance of handwashing and not touching faces</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs posted throughout the school building, including at all entrances, at the main office and highly visible locations in all areas of the school. These signs will include topics such as how to prevent spread of germs, proper hand-washing techniques, social distancing and wearing face coverings.</p>	<p>'same as Yellow'</p>	<p>School Nurse, Pandemic Coordinator/School Nurse</p>	<p>Signs promoting everyday protective measures and how to stop the spread of germs printed from CDC website</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)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>1. All non-essential visitors and volunteers limited 2. All IEP and other meetings to occur via Zoom (or other virtual platform) 3. Educational professionals providing services to students (e.g., physical therapists and school psychologists) will be permitted to enter the building, but will be required to undergo pre-entry screening and provide phone number for contact tracing purposes</p>	<p>'same as Yellow'</p>	<p>Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor</p>	<p>Signs at all entrances with temporary no visitor policy</p>	<p>N</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>1. Recess and physical education activities to occur outdoors in a socially distanced manner when weather allows. 2. Small groups allowed on playground with appropriate physical spacing enforced; playground equipment will be cleaned/sanitized according to CDC recommendation 3. Small group physical education classes will take place outdoors or in the gym with appropriate physical distancing measures in place</p>	<p>'same as Yellow'</p>	<p>Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor</p>	<p>N/A</p>	<p>Y</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)
Limiting the sharing of materials among students	1. All students will utilize own materials whenever possible; student materials will be kept in individual cubbies/containers 2. Any materials that must be shared by students will be sanitized with a disinfectant wipe before and after use. 3. Therapy or specialty materials to be used by therapists/specialists and sanitized before/after each use. Any borrowing or signing out of therapy/specialty materials is temporarily on hold.	'same as Yellow'	Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor; Classroom staff	Individual student supplies to be purchased if needed	Y
Staggering the use of communal spaces and hallways	Classes should limit hallway use to travel to/from bathroom and other needed locations; maintain an awareness of number of people in hallway during transitions	'same as Yellow'	Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor	One way arrows for main office/copier room	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	1. Transportation is provided by home school districts- Transportation Coordinator will coordinate transportation with school districts who have students placed at Timothy School 2. Arrival/dismissal procedures will be altered to maximize physical distancing where possible: -Students will be enter at varied doors to avoid congestion in main hallway	'same as Yellow'	Adam Carter, Transition Supervisor/Transportation Coordinator	N/A	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	1. All students will remain with their class throughout the day and interactions with other class will be limited		Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	As students attend Timothy School from five surrounding counties, coordination with childcare local to the school will not be possible. Administration, in conjunction with the school social worker, will assist parents in finding child care options if needed due to staggered scheduled	'same as Yellow'	Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor; Jackie Mellinger, Social Worker	N/A	N
Other social distancing and safety practices	1. Feasibility of offsite internships, community based instruction and field trips will be determined and communicated in September 2021 2. Limit any physical contact, such as high fives, handshakes or fist bumps, between individuals. Socially distanced celebrations such as air high fives and elbow bumps encouraged.	Reintroduce small, individualized community-based instruction outings within classrooms	Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor	N/A	Y

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

- **Summary of Responses to Key Questions:**

Monitoring of students and staff to ensure they are healthy and not exhibiting signs of illness: All staff and students self-monitoring daily before arriving to school. If any symptoms are exhibited, student/staff member must remain home for the day/until symptoms resolve.

Where/to whom/when/how frequently will monitoring take place: Families should monitor students for symptoms prior to boarding the bus in the morning; staff members should self-monitor before reporting to work.

Policy for quarantine or isolation of a staff member or student : Any student who arrives at school demonstrating symptoms (described above and in the infectious disease policy) or who begins demonstrating symptoms during the school day will need to be picked up immediately (within the hour) by parent or designated caregiver. Families must have backup plans in place to ensure a timely pickup of their child. Student will exit the building through the exit closest to the health office. Staff member remaining with student will be provided with additional personal protective equipment to wear while with student

(including, but not limited to: gown, shoe covers, face shield, mask and gloves). Any staff member who demonstrates the symptoms will leave school immediately.

Staff responsible for making decisions regarding quarantine or isolation requirements of staff or students: Pandemic Coordinators, Sarah Greim and School Nurse, in conjunction with program supervisors will be responsible for making decisions regarding quarantine or isolation requirements of staff or students. Administrative team member will contact the Chester County Health Department (and feeder county) for guidance related to self-isolation at home and testing for COVID-19 as needed. This information will then be communicated to the sick individuals. All areas used by the person who is sick or has been exposed will be isolated, cleaned and disinfected following CDC and local government agency guidelines for cleaning. Depending on illness or level of exposure, the school building may need to be closed for a period in order to allow for proper disinfection. Proper personal protective equipment will be utilized by all individuals caring for sick student/staff member and/or those cleaning the areas of exposure.

Conditions required for staff or students confirmed to have COVID-19 need to meet to safely return to school: The Timothy School will follow the guidelines put forth by the CDC and the Pennsylvania and Chester County Departments of Health for discontinuing home isolation/return to school:

Confirmed COVID-19 with symptoms-Student/staff member can return to school/work when: 24 with no fever and use of fever-reducing medications AND symptoms improved AND 10 days since symptoms first appeared AND clearance note from health care provider

Positive for COVID-19 but had no symptoms – If no symptoms arise, student/staff member can return to school/work after 10 days have passed since test and with a health care provider’s note. If symptoms arise, follow guidance for confirmed COVID-19 with symptoms.

*See Timothy School Infectious Disease Policy for full guidance/recommendations

Determination of students willing/able to return: N/A for 2021-2022 school year.

When/How families will be notified of confirmed staff or student illness or exposure and resulting changes to the Health and Safety Plan: One of the Pandemic Coordinators (Sarah Greim/School Nurse) or program supervisors, via email, will notify families immediately/as soon as possible regarding possible/confirmed cases and follow-up steps needed. The identified individual will not be disclosed unless it falls under “Need to Know” for health and safety of others, or for reporting purposes to the local health department. Sarah Greim, or one of the program supervisors, will communicate any resulting changes to the Health and Safety Plan. *Written notification will be sent home with student and/or emailed to families when an exposure has been identified or when a positive case of Covid-19 has been confirmed at school. The individual(s) will not be named in these communications.

Stakeholders to be trained for monitoring student and staff health: All school staff members have been trained on protocols for monitoring staff and student health (e.g., recognizing symptoms of COVID-19 versus other illnesses). These trainings occurred in August via online forums prior to the return to the building/start of the 2020-2021 school year.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	1. Mandatory health self-assessments for students and staff prior to arrival. 2. Students will be monitored, and staff will self-monitor, throughout the day for symptoms	'same as Yellow'	School Nurse, Pandemic Coordinator/School Nurse	-Online, confidential/secure screening assessment -Paper copies of daily health self-assessment forms -No-contact thermometers -Masks/gloves and additional PPE (face shields, goggles) for screeners	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	1. Any student or staff member with temperature >99.5 or displaying COVID-19 symptoms will be sent home immediately 2. Students will be escorted to health office and kept in isolated section of health office until parents arrive to pick them up (within one hour) -Families must have back-up arrangements to pick child up from school as there will be no exceptions *Additional details provided in school's updated infectious disease policy	'same as Yellow'	School Nurse, Pandemic Coordinator/School Nurse	-PPE (masks, gloves, gowns, face shield, shoe covers) for nurse or staff member remaining with student -Cot in health office	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	Any individual returning after isolation or quarantine must follow guidelines outlined in the Infectious Disease Policy and submit clearance note from Health Care Provider prior to return	'same as Yellow'	School Nurse, Pandemic Coordinator/School Nurse	-Note from Health Care Provider	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Pandemic team coordinators will notify via Blackboard Connect, Class Dojo, Email and/or Website as soon as decisions are confirmed regarding any needed closures or changes to safety protocols	'same as Yellow'	School Nurse, Pandemic Coordinator/School Nurse; Sarah Greim, Pandemic Coordinator/Education Director	N/A	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	1. Monitor local and state agencies for outbreaks in the surrounding area and recommended response 2. Require staff members who must travel to areas with high rates of COVID-19 to follow PA Dept. of Health recommendations for travel return. 3. Encourage students/educate parents regarding maintaining all recommended immunizations in accordance with School Immunization Requirements, 24 P.S. § 13-1303a. and the Flu vaccine. 4. Monitor for PA DOH/DOE health compliance for schools. 5. Monitor/follow guidelines for adapted mandated student screenings per PA DOH/DOE.	'same as Yellow'	School Nurse, Pandemic Coordinator/School Nurse; Sarah Greim, Pandemic Coordinator/Education Director	N/A	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:

Timothy School policy/procedure regarding face coverings for staff and students: In accordance with the Pennsylvania mask mandate, all staff members will be required to wear face coverings at all times, other than when eating and drinking or alone in an isolated office area. Any students able to wear a mask will be required and encouraged to do so throughout the school day, especially during transitions or instances in which social distancing is not possible; however, no student will be required to wear a mask in order to attend school daily due to sensory issues and behavioral needs. Team members will work closely with students and families to increase tolerance and ability to wear masks. Reusable, cloth face masks/coverings should be washed frequently; disposable face masks/coverings should be replaced frequently. The need for masks will be regularly monitored during the 2021-2022 school year, and may be modified based on CDC/DOH recommendations, as well as COVID-19 transmission rates. Any changes to the mask mandate will be communicated as applicable.

Special protocols to protect students and staff at higher risk for severe illness: Students who are at higher risk for severe illness will be placed in smaller groups if needed to provide less chance for exposure. Additional physical distancing and protective measures will be put into place in classrooms for these students as well (e.g., divider or desk shield). As appropriate and applicable, Human Resources and program supervisors will work with any staff members at higher risk for severe illness to make needed accommodations.

Preparation of substitute teachers: Ongoing hiring/maintenance/training of substitute teachers/teachers' aides will occur (if possible) to ensure coverage in the event of staff illness. Existing building substitutes will be trained to cover classes and assigned to cohorts to minimize potential spread. Substitute list will be maintained and regular substitutes will be trained on all health/safety protocols.

Strategic deployment of instructional/non-instructional staff: All staff have increased knowledge of virtual learning tools and techniques should a shift to virtual learning need to occur during the 2021-2022 school year. Additional team members have been trained/added to the behavior support team in order to ensure sufficient coverage if needed. School nurse and social worker will continue to provide wellness check-ins and mental health resources to staff and families.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>Accommodations made to protect students and staff at higher risk for severe illness such as: <u>Students:</u> 1. Attempt to instruct in smaller groups to decrease exposure risk 2. Movement will be limited in and out of classrooms with students and/or staff at higher risk for severe illness <u>Staff:</u> 1. Staff at higher risk will remain within same location/classroom and with same people as much as possible</p>	<p>'same as Yellow'</p>	<p>School Nurse, Pandemic Coordinator/School Nurse; Sarah Greim, Pandemic Coordinator/Educational Director</p>	<p>Additional educational resources to provide ongoing distance learning</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>1. All staff members required to wear masks throughout school day, aside from eating/drinking. 2. Additional face shields must be used by any staff member working with student displaying symptoms of COVID-19 who is waiting to be picked up by parent; face shields may be worn by teachers/therapists during teaching or any staff member who prefers to wear in addition to face mask 3. All members of medical or behavior support team may wear additional personal protective equipment when responding to a call (e.g., gloves, gowns, face masks, safety goggles and/or face shields).</p>	<p>'same as Yellow'</p>	<p>Sarah Greim, Pandemic Coordinator/Educational Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor; Classroom staff</p>	<p>Face masks/shields</p>	<p>Y</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)
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Students will be strongly encouraged, though not required, to wear masks due to sensory and behavioral considerations. Any student able to tolerate wearing a mask will be required/encouraged to do so and team members will work with students who have difficulty to increase their ability to tolerate masks.</p>	<p>'same as Yellow'</p>	<p>Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor; Classroom staff</p>	<p>Social stories on wearing masks/seeing others wearing masks</p>	<p>Y</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Increased sanitizing and disinfecting of classrooms/instructional areas (multiple times throughout the school day) for students with complex needs</p>	<p>'same as Yellow'</p>	<p>School Nurse, Pandemic Coordinator/School Nurse; Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor; Classroom staff</p>	<p>Additional disinfectant spray/wipes</p>	<p>Y</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)
Strategic deployment of staff	<p>1. All staff have been provided with training opportunities on providing in-person and distance instruction to students; support staff will remain with smaller groups whenever possible</p> <p>2. Behavior and medical support team members will be assigned to designated hallways/classes when possible to minimize interaction with multiple groups of students/staff members.</p> <p>3. School nurse and social worker to conduct wellness checks for mental health of staff and students; provide resources regularly for staff and families</p>	'same as Yellow'	Sarah Greim, Pandemic Coordinator/Education Director; Amy Noone, Supervisor of Elementary Education; Cheryl Mark, Supervisor of Secondary Education; Adam Carter, Transition Supervisor; Classroom staff	N/A	Y

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
Infectious Disease Control/Health Procedures	All Staff	School Nurse, School Nurse	Online	Safe Schools training website	8/1/2020	6/15/2021
Proper Use of PPE	All Staff	School Nurse, School Nurse	Online	Safe Schools training website	8/1/2020	6/15/2021
Proper Handwashing Techniques and Sanitizing/Disinfecting Procedures	All Staff	School Nurse, School Nurse	Online	Safe Schools training website	8/1/2020	6/15/2021
Google for Education	All Staff	Sarah Greim, Education Director	Online	Google for Education training materials if applicable	8/1/2020	6/15/2021
Maintaining a Safe School Environment/How to Implement Social Distancing in the Classroom	All Staff	Sarah Greim, Education Director	Online	Safe Schools training website	8/1/2020	6/15/2021

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Safety Care Techniques	All Staff	Alene Papish	Hybrid Online/In-person	Safety Care Training Materials	8/1/2020	6/15/2021
Structured Teaching during Social Distancing and Distance Learning	All Staff	Wendy Moran, Director of Consultative Services	Online	Training Materials TBD	8/1/2020	6/15/2021

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 Reopening Plan (updated as applicable)	All stakeholders	Sarah Greim, Education Director	Email; post on website	6/8/2020	6/30/2021
Infectious Disease Policy (updated as applicable)	Families/Staff Members	Sarah Greim, Education Director	Email; post on website	6/12/2020	6/30/2021
Any scheduling updates/modifications based on state and local recommendations	All stakeholders	Sarah Greim, Education Director	Email; post on website; Blackboard Connect	TBD	TBD

Health and Safety Plan Summary: (THE TIMOTHY SCHOOL)

Anticipated Launch Date: (9/7/2021)

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>-All learning spaces, surfaces and areas used by students will be cleaned/sanitized/disinfected frequently throughout the day, with a thorough cleaning conducted by professional cleaning company after school each day.</p> <p>-When a case is identified in school once the person has exited the building :</p> <ul style="list-style-type: none"> • If entire class/cohort <u>is</u> sent home, close off room/area and wait at least 24 hours or as long as possible before cleaning and disinfecting. • If seven days have passed since the individual was in the affected area, cleaning is not needed. • If entire class/cohort is <u>not</u> sent home, clean room/area immediately, and follow-up with disinfection at the end of the day. • Clean nurse’s office immediately and disinfect at the end of the day.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<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>-All classroom/learning space will be modified to allow for 3-6 feet of separation among students and staff whenever possible</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* 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>throughout the day. Modifications will include distanced desks and dividers/desk shields when needed/applicable.</p> <p>-All snacks/lunches will be eaten in the classroom; shelf-stable foods encouraged to minimize communal use of microwaves; all students will bring snacks/lunches from home; no shared snacks or treats allowed at this time</p> <p>-Students and staff will review videos/social stories on the importance of frequent hand-washing and proper techniques; hand washing will occur frequently throughout the day, minimally prior to eating and after each bathroom trip.</p> <p>-Signs posted throughout the school building and at all entrances promoting everyday protective measures and steps to take to stop the spread.</p>
<p>Limiting the sharing of materials among students</p>	<p>- Recess and physical education activities to occur outdoors and socially distanced when weather allows; physical education activities that occur in the gym will be properly distanced.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>-All students will utilize own materials whenever able. Any materials that must be shared will be sanitized with a disinfectant wipe before and after use.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>-Schedules will be modified to limit overlap in any communal spaces and hallways at all times throughout the school day</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>-Communication will occur with school districts to determine safe plan for socially distanced transportation to and from school</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>-As students attend Timothy School from five surrounding counties, coordination with childcare local to the school will not be possible. Administration, in conjunction with the school</p>
<p>Other social distancing and safety practices</p>	

Requirement(s)	Strategies, Policies and Procedures
	<p>social worker, will assist parents in finding child care options if needed due to staggered scheduled</p> <p>-Any unnecessary physical contact between individuals such as handshakes, high fives and fist bumps will be limited; socially distanced celebrations such as air high fives and elbow bumps will be encouraged.</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>-All students (caregivers) and staff will complete a daily self-assessment prior to coming to school. Any individual who fails to meet all health requirements to attend safely will be required to remain home for the day and/or once cleared by Health Care Provider.</p> <p>-Students who become sick or demonstrate a history of exposure will be isolated in the health office until a caregiver picks them up; staff or essential visitors will leave immediately. Individuals will be required to remain out of school until cleared for return by a Health Care Provider.</p> <p>-All school closures or within-school-year changes in safety protocols will be communicated via email, Class Dojo, Blackboard Connect and posted on the school's website.</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>-Movement will be limited in and out of classrooms with students and/or staff at higher risk for severe illness</p>

Requirement(s)	Strategies, Policies and Procedures
<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>-All staff will be required to use face coverings throughout the school day, except for when eating/drinking or on breaks away from other staff/students</p> <p>-Students will be encouraged, but not required to wear face coverings during the school day due to sensory and behavioral considerations.</p> <p>-Instructional areas for students with complex needs will undergo more frequent sanitizing/disinfecting throughout the school day.</p> <p>-Staff will be deployed in areas where needed</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(THE TIMOTHY SCHOOL)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(June 8, 2020; July 8, 2020)**.

The plan was approved by a vote of:

Yes

No

Affirmed on: **(July 8, 2020)**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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