



# ARP ESSER Health and Safety Plan Guidance & Template

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Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

## Health and Safety Plan Summary: **The Timothy School**

**Initial Effective Date: 8/2020**

**Date of Last Review: 8/2021**

**Date of Last Revision: 8/2021**

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?
  - a. The Timothy School has monitored, and continues to monitor, all CDC, PADOH and local DOH guidance/recommendations regarding the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning. Prior to reopening the school building for in-person instruction in November, 2020, the following changes/updates were made: the school's HVAC system was updated to ensure proper/ideal air filtration throughout the building, if/where needed, windows were replaced/updated to allow for full opening to enable ventilation in classrooms, hand sanitizer stations were installed in all classrooms and common areas throughout the school building and touchless soap dispensers were installed in all of the bathrooms. Enhanced cleaning protocols were added to the regular cleaning rotation and have continued to remain in place to date. The Timothy School's administrative team continues to monitor all guidance and recommendations from agencies
  
2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?
  - a. At the start of mandated school closures, The Timothy School worked closely with parents to ensure students had a means of connecting to virtual instruction while at home. School iPads or other devices were dropped off to families in need and/or the administrative team coordinated with home school districts to provide access to district-issued devices such as Chrome Books or iPads. Since then, The Timothy School has utilized grant funding to purchase Chrome Books for all students in the event there is any additional need for virtual instruction. Parent training was provided virtually in order to ensure all families knew how to access programming for/with their children. Throughout the duration of the pandemic, additional parent and staff trainings have been provided to address students' academic needs, as well as students' and staff members' social, emotional, mental health and all other needs. These

trainings have been shared from external resources or provided internally by the school's social worker, school nurse and other professionals. The administrative team continues to conduct wellness checks regularly to determine any needs that may arise amongst students or staff in terms of mental, emotional and social well-being.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <a href="#">masks</a> ;	All staff members and students, who are capable, are required to wear masks at all times when inside the school buildings, except for eating and drinking. Signs are posted throughout the school building and reminders are provided regularly through staff meetings, emails and announcements to wear a face mask that fully covers the mouth and nose. The only exception made is for students who are unable to tolerate wearing masks.
b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);	Classrooms have been modified to incorporate physical structure in the form of dividers and plastic barriers where needed/applicable. Student desks are placed at least 3 feet apart when able, and staff members are encouraged to physically distance from students when possible. The majority of instruction occurs within self-contained classrooms to prevent widespread transmission. In group instruction situations, such as music or gym, classes attend individually or with one other cohort class.
c. <a href="#">Handwashing and respiratory etiquette</a> ;	All staff and students are reminded regularly of the importance of frequent handwashing/sanitizing and proper sneezing/coughing (into elbows). Staff members work closely with students to ensure handwashing is being done in a thorough manner.
d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a> ;	All school facilities are thoroughly cleaned and sanitized by a cleaning company daily. If/when a positive case occurs, that room/area is closed off and a deeper

ARP ESSER Requirement	Strategies, Policies, and Procedures
	cleaning is conducted prior to the space being reopened.
e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a> , in collaboration with the State and local health departments;	When a case is reported by a staff or student, contact tracing is conducted internally by administrative team. All close contacts are notified and provided with applicable isolation and/or quarantine guidelines in accordance with CDC and local recommendations.
f. <a href="#">Diagnostic</a> and screening testing;	Diagnostic and screening testing is not conducted onsite due to staffing limitations; however, staff members and families are provided with information and resources to access testing if/when needed.
g. Efforts to provide <a href="#">vaccinations to school communities</a> ;	Vaccine clinic was scheduled for staff through Children’s Hospital of Philadelphia when vaccine initially became available; vaccine clinics for students were shared with families to assist in obtaining the best vaccine options for students. Vaccination clinic/booster opportunities have been regularly shared with staff and families as information becomes available.
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	As The Timothy School is an approved private school for students with autism, their needs were considered and applied to every aspect of the school’s health and safety plan.
i. Coordination with state and local health officials.	When applicable, The Timothy School administrative team has worked collaboratively with the Chester County Health Department and the PA Department of Health in teams of reporting cases, contact tracing and plan modifications.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **THE TIMOTHY SCHOOL** reviewed and approved the Health and Safety Plan on **January 31, 2022**

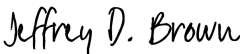
The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **January 31, 2022**

By:

DocuSigned by:  
  
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*(Signature\* of Board President)*

Jeffrey D. Brown

*(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.