



# **Phased School Reopening**

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## **Health and Safety Plan Template**

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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: **Deep Roots Charter 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 completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

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

- Deep Roots Charter School has continually monitored recommendations and ongoing updates from the Pennsylvania Department of Health, Philadelphia Department of Health and the Center for Disease Control that provide clear safety regulations and protocols for the return of students and staff.
- The Deep Roots Charter School Leadership team has convened daily to complete the PA Phased Reopening Action Plans including weighing considerations for a traditional, hybrid, and fully remote return to school in Fall 2020.
- The Deep Roots Charter School Leadership team has done its due diligence to ensure that Pennsylvania State Department of Health, Philadelphia Department of Health, Center for Disease Control, and World Health Organization recommendations are in place and communicated with all stakeholders. This will include communicating and educating all stakeholders on protocols and best practices for social distancing, health monitoring and cleaning/sanitation protocols are in place.
- The Deep Roots Charter School Leadership team proposes a plan that gradually introduces students back into the learning environment. This plan will allow for intensive monitoring and honing of safety measures and routines during initial return, and while increasing instructional minutes spent in the building as safety measures and routines become more routine.

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

- The Deep Roots Charter School leadership team convened daily to focus almost exclusively on reopening planning. These conversations included discussions of recent news, trends, and evolving recommendations at the Local, State, and Federal level. In addition, parents were surveyed in their native language at least two times in order to gather feedback on safety and curricular decisions, as well as the different options for reopening schools.

#### **How will you communicate your plan to your local community?**

- Deep Roots Charter School sends regular communication and updates around reopening planning to staff and families. In addition, the reopening plan was discussed during the Thursday, July 16, 2020 Board Meeting, and will be revisited during the Thursday July 30, 2020 Board Meeting.

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

- The decision-making process to make modifications will be based on guidelines and recommendations set forth from the Pennsylvania Department of Health, Philadelphia Department of Health, and the Center for Disease Control. This will

include responding to any transition between red, yellow, and green phases, or changes to infection rates in Philadelphia. In the event that a school closure is needed, The co-pandemic coordinators will then communicate with the DRCS Board and DRCS staff to share specific plans regarding a closure or modifications. Factors that would prompt additional closure would include but would not be limited to:

- State or county decision to transition between “Red, Yellow and Green” to “Red Phase”
- Recommendation of Philadelphia Department of Health
- A student or staff member presenting with a confirmed case of COVID-19
- The number of professional and support staff unavailable to support with in person instruction due to variety of factors

**Based on your county’s current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):

- Monday, November 30, 2020

Included within this plan are a gradual transition from half instructional days through December to full instructional days in January-June.

## 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)
<b>Logan Blyler (Co-Coordinator)</b>	School Founder, CEO, & Leader	Both
<b>Ashley McGrath (Co-Coordinator)</b>	Chief Operating Officer	Both
<b>Brett Garwood</b>	Dean of School Operations	Both
<b>Nicole Odom-Cooper</b>	Director of School Culture	Health and Safety Plan

<b>Amanda Tiedeken</b>	Grades K-1 Instructional Coach	Heath and Safety Plan
<b>Nicole Shirk</b>	Grades 2-3 Instructional Coach	Heath and Safety Plan
<b>Ivan Estevez</b>	Grade 4-6 Instructional Coach	Heath and Safety Plan
<b>Lauren Prisco</b>	Director of Specialized Services	Heath and Safety Plan
<b>Julie Cousler Emit</b>	Education Plus Heath Partner	Heath and Safety Plan
<b>Leah Fessi</b>	Education Plus Heath Partner	Heath and Safety Plan
<b>Parents (Via Survey Opportunities)</b>	Students, Families	Heath and Safety Plan
<b>Teachers &amp; Staff (Via Survey Opportunities)</b>	Students, Families	Health and Safety Plan

### 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?

- Deep Roots Charter School utilizes Team Clean Inc for daily cleaning and disinfection. Team Clean Inc provides professional commercial cleaning and janitorial services in the Philadelphia area. Information about Team Clean’s response to COVID-19 is available here: <https://team-clean.com/covid-19/>

#### How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?

- Team Clean provides cleaning supplies as part of the contract. DRCS procures additional cleaning supplies for teacher to use in day to day interactions with students.

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

- During in person half days, cleaning, sanitation, disinfecting, and ventilation protocols/procedures will be implemented daily, following student dismissal.
- During in person full days, cleaning, sanitation, disinfecting, and ventilation protocols/procedures will be implemented on Wednesdays (DRCS’ fully remote day), and as possible following student dismissal.

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

- Team Clean staff, under the supervision of Team Clean managers/supervisors and DRCS Operations staff, will implement daily cleaning protocols.



- Teachers will receive additional support building cleaning routines and practices into their daily schedules with students.

**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?**

- Team Clean staff have all been trained on the proper use of cleaning, sanitizing, and disinfection protocols by leadership at Team Clean. Fidelity of implementation will be monitored by on site Team Clean Managers, visiting supervisors, and the DRCS Operations team.
- When possible, staff will be encouraged to keep windows open and drapes tied back in order to encourage ventilation.

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>* <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></p>	<p>Eliminate non-essential building use, especially by non DRCS groups.</p> <p>Team Clean to follow daily disinfection/cleaning tasks as outlined by operations team using COVID-19 protocols approved by Team Clean</p> <p>Daily cleaning on high touch surfaces (door knobs, hand rails, water fountains, restrooms) with increased touchpoints as determined by DRCS Operations Team.</p> <p>Daily cleaning on high touch shared surfaces (desks, tables, counters, reception/waiting areas).</p>	<p>Same</p>	<p>Dean of School Operations</p>	<p>-Finalize Daily disinfection/cleaning protocols.</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)
	Provide hand sanitizer and cleaning supplies to all instructional and shared spaces, including points of entry, exit, and high traffic areas				
	Implement cleaning routines prior to using or storing any materials that are shared (for those instances where eliminating sharing is impossible)				
	Monitor handwashing supplies, including soap, paper towels, and access to warm water.				
	Encourage staff to keep windows open and have drapes tied back, when possible				
	Utilize fans in instructional and shared spaces, and air purifiers in shared spaces, to increase ventilation				
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	-Consult with Boiler technician to determine if any additional practices possible.	Same	Chief Operating Officer	NA	N

**Social Distancing and Other Safety Protocols**

**Key Questions**

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

- Extra furniture and desks will be removed from classrooms to allow for maximum spread between student desks, allowing for 6 feet of room for students anywhere possible.

- Student desks will be organized facing forward.

**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 will be broken into two cohorts, with each cohort of student attending 2 days in person and 3 days remotely. In making cohorts, maximum group size per classroom will be 15 students.
- At the K-2 level, teachers will teach all subjects to a group of 15 students in a single room, and coteaching will be utilized only when deemed necessary.
- At the 3-6 level, teacher will teach all subjects to students, with students remaining in the same place and staff switching. Teachers will work with roughly 20 students in an advisory capacity to ensure there is adequate support for students.
- Enrichment teachers (Gym & Physical Education) will push into classrooms.

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

- To limit hallway use, teachers will rotate to their students rather than students changing classes through the day. Further, Enrichment teachers will push into classrooms rather than students transitioning into the Art room or the multipurpose space.
- Items traveling to and from school each day will be limited by providing each student with a in class “Learning box”, assigning all assignments through the online learning platform. Backpacks will be discouraged to reduce congestion in hallways and closet areas.
- Breakfast and lunch will be eaten in classrooms (or on the way home for 1/2day schedule), limiting use of the multipurpose space.
- Student transitions into and out of the building will be staggered to limit headcount in stairwells and hallways.
- As necessary (and where possible) signage will be used to dictate the direction of traffic flow in hallways and stairwells.
- Teachers utilizing the remote learning work space and teacher work spaces will be expected to adhere to social distancing.
- Transparent barriers will be utilized in high traffic spaces (ie: cafeteria line, front desk area, etc.)

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

- Planning for two modular classrooms was already underway in order to temporarily accommodate grade growth. These modular classrooms will support with social distancing by expanding the usable square footage.

**What hygiene routines will be implemented throughout the school day?**

- Staff and students will be provided with time and resources throughout the school day to implement hygiene routines. Hand sanitizer will be available through all instructional spaces and shared spaces to promote proper hygiene.

- Staff and students will wash hands when possible or sanitize hands before/after meals, and before/after other transitional times within the instructional schedule.
- Signage promoting proper hygiene should be readily visible in locations such as classrooms, restrooms, hallways, and shared spaces for students and staff.
- Students must wear face coverings in accordance with the most recent PA guidelines. Staff must wear face coverings anytime they are in front of students, and in accordance with PA guidelines.
  - Recent PA guidelines say that masks can be removed when seated 6 feet apart, when eating/drinking and seated 6 feet apart, or when engaged in any task 6 feet apart.
- Team Clean will clean high touch surfaces multiple times throughout the day such as doorknobs, handles, and bathrooms.

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

- DRCS transportation processes are managed in partnership between the School District of Philadelphia and Busing Vendors.
- DRCS will support in communicating and reinforcing expectations and processes to DRCS families and students.

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

- No visitors or volunteers will be allowed to enter the school building unless considered essential.
- A list of essential visitors will maintained and updated to reflect those who are granted access.
- All essential visitors will be required to follow the same safety guidelines as all other school personnel.
- Virtual and phone meetings will be used whenever possible.

**Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**

- All K-6 students will adhere to the same social distancing and safety protocols.

**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?**

- Professional development will be provided for staff members prior to the start of the school year with students.
- Staff training will reoccur monthly, or as needed, to review and adjust safety procedures.
- Staff and students will be given guidelines for hygiene practices including the frequency and manner of hand sanitizing and handwashing. Staff and students, as appropriate, will be guided on the use of face coverings.
- Students will receive explicit instruction for personal hygiene including, but not limited to coughing, sneezing, wiping runny noses, picking up items from the

floor, placing non-edible items in mouths, touching faces, touching one another, etc. Classroom and building signage will support these guidelines.

- Families will receive ongoing education on health rules and expectations including ways to practice safe hygiene at home and social distancing through the school website, emails, and additional communications.
- Families will participate in “Learning Launch Days”

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>-Six feet distance between students, where possible. Where not possible, maximum separation distances possible will be in place. -Assigned classroom seating. -Remove all excess furniture from classroom spaces -Desks set up to face one direction. -Limit the number of adults within classroom spaces to only those that are essential for learning -Encourage adults in instructional spaces to remain 6 feet from each other and from students. -Utilize pullouts for related services and special education supports whenever possible. -Utilize plastic shields in high traffic areas where close contact could occur (lunch point of sale, front desk area, etc.)</p>	<p>Same, but to explore loosening distance requirements as appropriate.</p>	<p>Instructional Staff  Teachers</p>	<p>-Removing additional furniture -Social distancing posters/ signage/floor markers -Plastic dividers</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><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>-Grab and go lunches utilized on instructional half days</li> <li>-Meals in classrooms during instructional fully days</li> <li>-Utilize staggered schedules for students to access point of sale, as needed</li> </ul>	<p>Same</p>	<p>Dean of School Operations</p> <p>NDS Food Services</p>	<p>-Social distancing posters/signage/floor markers</p>	<p>Y-Food Service Manager</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>-Provide staff and students with time and resources to sanitize hands at regular intervals</li> <li>-Increased hand sanitizer available in common areas</li> <li>-Scheduled handwashing and/or hand sanitizing breaks into classroom routines/schedule</li> <li>-Educating students around proper handwashing</li> <li>-Educating students around keeping hands/objects away from face, mouth, and nose</li> <li>-Ongoing reminders and communication around handwashing and hand sanitizing routines</li> </ul>	<p>Same</p>	<p>Instructional Staff</p> <p>Teachers</p>	<p>-Additional hand sanitizer</p> <p>-Signage/lessons on handwashing best practices</p>	<p>Y-Students</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><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>-Utilize signage through instructional and common areas highlighting: proper hygiene and handwashing technique, face covering protocols, germ prevention, when to stay home, and social distancing            -Signage/tape marks to designate spacing requirements, direction of traffic flow, and other social distancing requirements where possible.            -Utilize all available communication means to reinforce expectations around social distancing and hygiene (Emails, Videos, Social Media, Backpack materials, mailings, etc)</p>	<p>Same</p>	<p>Operations Team            -Dean of School Operations            -Manager of School Operations            -</p>	<p>-Signage/ Visuals            -Social Distancing Markers</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><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>-Only essential visitors will be permitted into the building</li> <li>-Parent meetings and events will transition into a remote setting</li> <li>-Essential visitor lists will be maintained and updated</li> <li>-Essential visitors expected to follow all school protocols</li> <li>-Student items to be dropped off at door and delivered to student by designated staff</li> <li>-Emergency (Sick student) pick up or early dismissal to be done outside of building with staff escort</li> <li>-Non essential volunteers not permitted in building</li> <li>-School wide events hosted online</li> <li>-Parent meetings (including Specialized Services meetings) hosted online</li> <li>-Visitors complete health screen process</li> </ul>	<p>Same</p>	<p>Operations</p>	<p>Signage</p>	<p>Y</p> <p>Operations staff for procedure</p> <p>Communication to parents</p>
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>-DRCS does not have an athletics program.</li> <li>-Physical education will be pushed into classroom and provided virtually</li> </ul>	<p>Same</p>	<p>Director of Culture, Physical Education Teacher</p>	<p>NA</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)
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>-1:1 Chromebook distribution</li> <li>-Use virtual/digital alternatives where possible</li> <li>-Creation of individual student learning boxes for manipulatives and school supplies</li> <li>-Minimize the number of items that transition between home and school each day to limit the need for a backpack in school</li> </ul>	Same	Instructional Team Teachers	Additional Chromebooks Additional student manipulatives/ learning kits	Y
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>-Full school transitions will be staggered to limit the number of individuals in hallways and stairwells</li> <li>-In upper grades, teachers will rotate into classes rather than students switching classes</li> <li>-Art and Physical education will push into all grades</li> <li>-Congregating in common areas will be discouraged</li> </ul>	Same	Instructional Team Teachers	NA	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>-Transportation is managed by the School District of Philadelphia through vendor contracts.</li> <li>-DRCS will support with reinforcing messaging to families and students</li> </ul>	Same	School District of Philadelphia	Parent materials	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)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	-Art & Physical education held in classrooms -Modified instruction to avoid activities that require touching or sharing items -Signage indicating suggested room capacity in order to meet 6-foot social distancing	Same	Instructional Team Teachers Operations	Signage Additional student manipulatives	N
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	-Parents surveyed to determine students that should be put into same cohorts	Same	Leadership Team	Parent Survey Responses	N
<b>Other social distancing and safety practices</b>	-External field trips on hold -Revisit fire drill/emergency evacuation procedures for implementation in cohort model/with social distancing	Same	Operations Team	N	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?**

- Staff and families will be provided resources/training on the symptoms of COVID-19.

- Staff and students (with support from families) will be required to self-screen daily prior to entering the school's building.
- Any staff or student unable to self-screen will be screened, including a "no touch" temperature check, by designated staff member upon their arrival.
- Individual screening clearances will be reviewed daily prior to entry

**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 health screenings will be taken and reviewed daily and/or as needed should during the day should symptoms present.

**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?**

- Should a staff/student become ill and/or produce a positive test result, the individual will be sent to designated quarantine area and nursing staff will be advised immediately. The individual and anyone who has come into contact with them will be tested by Education Health Plus Staff.
- Quarantine areas will be managed by Education Health Plus Staff and be equipped with all necessary PPE, cleaning supplies, etc.
- In the event of a positive test result from a student or staff member, the entire school building will be closed for deep clean. All school community members will be required to self quarantine for 14 days.

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

- DRCS' co-pandemic coordinators, in partnership with Education Plus Health staff, will make decisions regarding quarantine and isolation requirements.
- In the event of a confirmed case for a DRCS student or staff member DRCS will shut down all building operations for two weeks.
- In the event a DRCS student or staff member has been in contact with an individual that has a confirmed case, but whom is not affiliated with DRCS, case by case recommendations for quarantine and isolation will be given based on current medical guidance, degrees of separation, nature of the contact, etc.

**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?**

- Following a positive COVID test, exposed persons (whether at school or at home) may return to school 14 days after exposure IF they continue to have no symptoms.
- Symptomatic and untested persons may return to school when they have had no fever for 72 hours (unmedicated), are asymptomatic, AND it has been 10 days since their initial symptoms
- Asymptomatic and symptomatic persons who tested positive for COVID-19 may return to school when they have had no fever for 72 hours (unmedicated), are

asymptomatic, AND have proof of TWO negative tests in a row, at least 24 hours apart, provided by the School Based Health Care Center or other health care provider.

- Return protocols will be closely monitored and evaluated against the guidelines and recommendations set forth from the Pennsylvania Department of Health, Philadelphia Department of Health, and the Center for Disease Control.

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

- School staff will be in ongoing communication and case management with families around comfort/willingness to return to in person instruction.
- A 100% remote option will be available to any families that are uncomfortable with in person instruction.

**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?**

- Upon confirmation of a positive test in the school, anyone that has been in close contact with the individual will be tested immediately with parent consent. Everyone in the building will be sent home as expeditiously as possible for two weeks. During this time, the school building can be thoroughly cleaned and sanitized.
- During this time Education Plus Health/School Based Health Center staff will work with and under the direction of the Philadelphia Department of Public Health on contact tracing.

**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?**

- Education Health Plus will facilitate all staff professional development prior to in person reopening.
- Parents will be trained on health monitoring expectations during “Learning Launch Days” scheduled to occur prior to the beginning of the school year and/or prior to in person reopening.
- Preparedness to implement will be monitored based on the number of health certifications being completed each day.

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>-Daily health certifications</li> <li>-Daily temperature checks</li> <li>-Provide thermometers to families to facilitate temperature monitoring</li> <li>-Once inside of building, reentry not permitted</li> <li>-Monitor and track wellness visits to School Based Health Center</li> <li>-Post signage highlighting wellness practices and signs of COVID</li> <li>-Encourage staff and students to stay home if they have tested positive for COVID-19, have COVID-19 like symptoms, or have had close contact to someone with a confirmed case of COVID-19 until they meet the criteria to return.</li> <li>-Ensure that students are up to date on mandated health records and annual screenings</li> <li>-Encourage (not require) students and staff to obtain flu shot at the start of the school year</li> </ul>	<p>Same</p>	<p>Education Health Plus/ School Based Health Center Team</p>	<p>None</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><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>-Prepare isolation/ testing space for suspected COVID-19            -External waiting area designated outside of School Based Health Center for safe triage and screening prior to treatment.            -Students escorted to and from School Based Health Center where appropriate            -School Based Health Center fully equipped with personal protective equipment at all times            -Student/Staff will be isolated in School Based Health Center until transportation can be arranged. Transportation must be arranged as soon as possible.            -Students will be escorted to door by nurse or other DRCS staff member, adults picking up students will not be allowed in building.</p>	<p>Same</p>	<p>Education Health Plus/ School Based Health Center Team</p>	<p>None</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><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>-School Based Health Center will use TeleHealth to follow-up with students after being sent home            -School Operations/ Leadership team will be in regular contact with any employee sent home            -Building will be reopened following a 14 day closure.            -Impacted staff or students will be case managed to ensure that they meet the criteria for in person return.</p>	<p>Same</p>	<p>Education Health Plus/ School Based Health Center Team</p>	<p>None</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>-Upon receipt of a confirmed COVID test, all parents will be notified of an immediate building shut down. Notification will take place through email and social media communications, in addition to through teacher communication.</p> <p>-School staff will provide all necessary measures to help ensure the privacy and confidentiality of the diagnosis. All possible precautions to protect the identity and not disclose the name of the individual testing positive will be taken.</p> <p>-Education Health Plus/School Based Health Center will facilitate all appropriate reporting to Pennsylvania Department of Health, Philadelphia Department of Health, and the Center for Disease Control as needed/required.</p>	<p>Same</p>	<p>Education Health Plus/ School Based Health Center Team</p>	<p>None</p>	<p>N</p>
<p><b>Other monitoring and screening practices</b></p>	<p>-Parents to monitor student health at home for signs of illness</p> <p>-Staff to self monitor for signs of illness</p> <p>-Daily health screenings and certifications</p>	<p>Same</p>	<p>Education Health Plus/ School Based Health Center Team</p>	<p>None</p>	<p>N</p>

**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?**

- Per the most recent PDE guidance, all individuals in the school building must have on a face coverings unless they are:
  - Seated 6 feet apart
  - Eating or drinking while 6 feet apart
  - Engaged in any activity while 6 feet apart

In spite of these guidelines, staff members will be expected to have on face coverings anytime that they are around students. Any staff member that requires a mask break must do so in a space where there are no students present. As long as there are no students present, staff members can temporarily remove masks under the circumstances above. Students can take mask breaks within classroom spaces, under the circumstances above.

- Masks will be available on site for anyone that needs one

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

- Staff members and families of students at risk for severe illness will be able to opt into a 100% remote option, even once in person instruction is underway

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

- DRCS instructional model uses a robust staffing structure; as needed members of the DRCS leadership, operations, and culture team will support with classroom coverages in the event of staff illness.
- In advance of a return in person instruction (and with Board approval) DRCS leadership will launch a search for a building substitute candidate to provide additional daily coverage.

### **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?**

- DRCS will ensure that students are provided FAPE and continue to receive access to therapy and related services while in the school both remotely and in person. Maximize continuity among those providing services and/or use virtual care for service provision to decrease exposures.
- Utilize CARES ESSER funds in order to provide additional social work support to students
- Develop in person and remote instructional schedules that provide for increased Social Emotional Learning minutes and opportunities for school community building.

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><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>-Allow families and staff members to opt into 100% remote instruction, even upon return to in person instruction            -Require, support and reinforce use of face coverings            -Require, support and reinforce frequent handwashing and sanitizing            -Regular nursing check ins for identified caseload of students with chronic or severe illness (diabetes, etc.)</p>	<p>Same</p>	<p>Instructional Team            Director of Specialized Services             Education Health Plus (Nursing Team)</p>	<p>Facemasks            Face shields            Signage            Hand sanitizer</p>	<p>N</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>*Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>-Require, support and reinforce use of face coverings            -Individuals who cannot wear a mask due to medical conditions will be excluded from this requirement following proper documentation and case management            -Make face shields available to staff members that work with students with diverse learning needs.</p>	<p>Same</p>	<p>Instructional Team            Director of Specialized Services             Education Health Plus (Nursing Team)</p>	<p>Facemasks            Face shields            Signage            Hand sanitizer</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><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>-Provide opportunity for parents to give input on students with diverse learning needs (parent survey)            -For students with complex needs or vulnerabilities, consider developing a student-specific plan that facilitates their safe return to school. Consider increasing social distancing, limiting interactions with other students/ staff, varying arrival and dismissal time, staggering the end of class periods, varying or limiting transitions from classroom to other areas in the school.            -Provide check ins with higher risk students to provide support as needed by Certified and staff nurses.            -Provide check ins and support in accordance the student's IEP goals, 504 accommodations, etc. by special education teachers, counselors, and support staff.            -Monitor and communicate student needs/concerns by teachers and counselors and address accordingly</p>	<p>Same</p>	<p>Instructional Team            Director of Specialized Services             Education Health Plus (Nursing Team)</p>	<p>NA</p>	<p>Y- Specialized Services Protocols</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)
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>-Deploy staff with considerations for building layout, as well as staff &amp; student needs</li> <li>-Revise arrival &amp; dismissal protocols and practices to monitor social distancing</li> <li>-Limit the number of students and staff within any given space</li> <li>-Create student caseloads/advisories that ensure teachers are able to support small cohorts of student through success in remote learning</li> </ul>	Same	All Leadership Teachers	Finalized processes & protocols document	Y- Deployment posts & processes  Supporting an advisory

## 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
Food Service Processes	Food Service Manager	NDS/ Operations Team	TBD	NDS	Prior to In Person Reopening	Prior to In Person Reopening
Handwashing & Hygiene Routines	All Staff Families Students	Instructional Team Education Plus Health Team	Prerecorded Video  In person lessons	-EPH team creating handwashing tutorials -Lesson resources for teachers	Prior to In Person Reopening  (Videos can be shared even during all remote learning)	Prior to In Person Reopening
Non Essential Visitors Policy	Front Desk Staff Families Teachers/ All Staff	Dean of Operations	Video and/or in person	-Signage -Overview communication to families -Summary for staff	Prior to In Person Reopening	Prior to In Person Reopening

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Socially Distant Instructional Best Practices	Teachers/ Staff	School Leader Instructional Coaches	Video and/or in person	-Overview	Prior to In Person Reopening	Prior to In Person Reopening
Socially Distant School Routines and Procedures (Including Emergency Procedures)	Teachers/ Staff	School Leader Director of Culture COO	Video and/or in person	-Finalized School protocols and deployment overview	Prior to In Person Reopening	Prior to In Person Reopening
Health Monitoring Procedures	All Staff Families	Education Health Plus	Video and/or In person	Education Health Plus	Prior to In Person Reopening	Prior to In Person Reopening
Face Covering Procedures	All Staff Families Students	School Leader COO	Video and/or in person	Signage	Prior to In Person Reopening	Prior to In Person Reopening
Face Covering & Social Distancing Processes and Procedures for Students with Complex Needs	All Staff Families	Director of Specialized Services	Video and/or in person	-Overview	Prior to In Person Reopening	Prior to In Person Reopening

## 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
State/Local Reopening Updates	Leadership Team/ Reopening Committee	Logan Blyler, School Leader and CEO Ashley McGrath, COO	Email In person Phone	Ongoing	Ongoing
State/DRCS Reopening Planning Updates	School Staff	Logan Blyler, School Leader and CEO	Email ZOOM Meeting	Week of June 22	Ongoing
Reopening Feedback Survey	School Staff	Ashley McGrath, COO	Email	Week of June 22	Week of June 22
Reopening Feedback Survey	Parents	Ashley McGrath, COO	Email Social Media Website Posting	Week of June 22	Week of June 22
Reopening Models Overview & Local Context Updates	Board Members	Ashley McGrath, COO	ZOOM Meeting Email Phone	July 16	Ongoing
Reopening Models Update/ Overview	School Staff	Logan Blyler, School Leader and CEO	Email ZOOM Meeting Manager Office Hours	July 17	Ongoing
Reopening Models Update/ Overview	Parents	Logan Blyler, School Leader and CEO	Email ZOOM Meeting Social Media Website Posting	July 22	Ongoing
Fully Remote Learning Opt-in Survey	Parents	Ashley McGrath, COO	Email ZOOM Meeting Social Media Website Posting	July 28	Ongoing
Operationalizing Reopening Plans	School Staff	All Leadership Team	Email ZOOM Meeting In Person (As Appropriate) Manager Office Hours	August 10	Ongoing

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Operationalizing Reopening Plans	Parents	All Leadership Team	Email Zoom Meeting Social Media Website Posting In Person (As Appropriate) Teacher/Staff Office Hours	August 31	September 4



## Health and Safety Plan Summary: **Deep Roots Charter School**

**Anticipated Launch Date: Monday, November 30, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><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></p>	<p>Eliminate non-essential building use, especially by non DRCS groups.</p>
	<p>Team Clean to follow daily disinfection/cleaning tasks as outlined by operations team using COVID-19 protocols approved by Team Clean</p>
	<p>Daily cleaning on high touch surfaces (door knobs, hand rails, water fountains, restrooms) with increased touchpoints as determined by DRCS Operations Team.</p>
	<p>Daily cleaning on high touch shared surfaces (desks, tables, counters, reception/waiting areas).</p>
	<p>Provide hand sanitizer and cleaning supplies to all instructional and shared spaces, including points of entry, exit, and high traffic areas</p>
	<p>Implement cleaning routines prior to using or storing any materials that are shared (for those instances where eliminating sharing is impossible)</p>
	<p>Monitor handwashing supplies, including soap, paper towels, and access to warm water.</p>
	<p>Encourage staff to keep windows open and have drapes tied back, when possible</p>

Requirement(s)	Strategies, Policies and Procedures
	Utilize fans in instructional and shared spaces, and air purifiers in shared spaces, to increase ventilation
	Consult with Boiler technician to determine if any additional practices possible.

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>-Six feet distance between students, where possible. Where not possible, maximum separation distances possible will be in place.</li> <li>-Assigned classroom seating.</li> <li>-Remove all excess furniture from classroom spaces</li> <li>-Desks set up to face one direction.</li> <li>-Limit the number of adults within classroom spaces to only those that are essential for learning</li> <li>-Encourage adults in instructional spaces to remain 6 feet from each other and from students.</li> </ul>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>-Utilize pullouts for related services and special education supports whenever possible.</li> <li>-Utilize plastic shields in high traffic areas where close contact could occur (lunch point of sale, front desk area, etc.)</li> </ul>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>-Grab and go lunches utilized on instructional half days</li> <li>-Meals in classrooms during instructional fully days</li> <li>-Utilize staggered schedules for students to access point of sale, as needed</li> </ul>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>-Provide staff and students with time and resources to sanitize hands at regular intervals</li> <li>-Increased hand sanitizer available in common areas</li> <li>-Scheduled handwashing and/or hand sanitizing breaks into classroom routines/schedule</li> <li>-Educating students around proper handwashing</li> <li>-Educating students around keeping hands/objects away from face, mouth, and nose</li> <li>-Ongoing reminders and communication around handwashing and hand sanitizing routines</li> </ul>
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<ul style="list-style-type: none"> <li>-Utilize signage through instructional and common areas highlighting proper hygiene and handwashing technique, face covering protocols, germ prevention, when to stay home, and social distancing</li> </ul>
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p>	<ul style="list-style-type: none"> <li>-Signage/tape marks to designate spacing requirements, direction of traffic flow, and other social distancing requirements where possible.</li> <li>-Utilize all available communication means to reinforce expectations around social distancing and hygiene (Emails, Videos, Social Media, Backpack materials, mailings, etc)</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>-Only essential visitors will be permitted into the building</li> <li>-Parent meetings and events will transition into a remote setting</li> <li>-Essential visitor lists will be maintained and updated</li> <li>-Essential visitors expected to follow all school protocols</li> <li>-Student items to be dropped off at door and delivered to student by designated staff</li> <li>-Emergency (Sick student) pick up or early dismissal to be done outside of building with staff escort</li> <li>-Non essential volunteers not permitted in building</li> <li>-School wide events hosted online</li> <li>-Parent meetings (including Specialized Services meetings) hosted online</li> <li>-Visitors complete health screen process</li> </ul>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<ul style="list-style-type: none"> <li>-DRCS does not have an athletics program.</li> <li>-Physical education will be pushed into classroom and provided virtually</li> </ul>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<ul style="list-style-type: none"> <li>-1:1 Chromebook distribution</li> <li>-Use virtual/digital alternatives where possible</li> <li>-Creation of individual student learning boxes for manipulatives and school supplies</li> <li>-Minimize the number of items that transition between home and school each day to limit the need for a backpack in school</li> </ul>
<p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>-Full school transitions will be staggered to limit the number of individuals in hallways and stairwells</li> <li>-In upper grades, teachers will rotate into classes rather than students switching classes</li> <li>-Art and Physical education will push into all grades</li> <li>-Congregating in common areas will be discouraged</li> </ul>
<p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>-Transportation is managed by the School District of Philadelphia through vendor contracts.</li> <li>-DRCS will support with reinforcing messaging to families and students</li> </ul>
<p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>-Art &amp; Physical education held in classrooms</li> <li>-Modified instruction to avoid activities that require touching or sharing items</li> <li>-Signage indicating suggested room capacity in order to meet 6-foot social distancing</li> </ul>
<p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>-Parents surveyed to determine students that should be put into same cohorts</li> </ul>
<p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>-External field trips on hold</li> <li>-Revisit fire drill/emergency evacuation procedures for implementation in cohort model/with social distancing</li> </ul>
<p><b>Monitoring Student and Staff Health</b></p>	

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>-Daily health certifications</li> <li>-Daily temperature checks</li> <li>-Provide thermometers to families to facilitate temperature monitoring</li> <li>-Once inside of building, reentry not permitted</li> <li>-Monitor and track wellness visits to School Based Health Center</li> <li>-Post signage highlighting wellness practices and signs of COVID</li> <li>-Encourage staff and students to stay home if they have tested positive for COVID-19, have COVID-19 like symptoms, or have had close contact to someone with a confirmed case of COVID-19 until they meet the criteria to return.</li> <li>-Ensure that students are up to date on mandated health records and annual screenings</li> <li>-Encourage (not require) students and staff to obtain flu shot at the start of the school year</li> </ul>
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>-Prepare isolation/testing space for suspected COVID-19</li> <li>-External waiting area designated outside of School Based Health Center for safe triage and screening prior to treatment.</li> <li>-Students escorted to and from School Based Health Center where appropriate</li> <li>-School Based Health Center fully equipped with personal protective equipment at all times</li> <li>-Student/Staff will be isolated in School Based Health Center until transportation can be arranged. Transportation must be arranged as soon as possible.</li> <li>-Students will be escorted to door by nurse or other DRCS staff member, adults picking up students will not be allowed in building.</li> <li>-School Based Health Center will use TeleHealth to follow-up with students after being sent home</li> <li>-School Operations/Leadership team will be in regular contact with any employee sent home</li> <li>-Building will be reopened following a 14 day closure.</li> <li>-Impacted staff or students will be case managed to ensure that they meet the criteria for in person return.</li> </ul>
	<ul style="list-style-type: none"> <li>-Upon receipt of a confirmed COVID test, all parents will be notified of an immediate building shut down. Notification will take place through email and social media communications, in addition to through teacher communication.</li> <li>-School staff will provide all necessary measures to help ensure the privacy and confidentiality of the diagnosis. All possible precautions to protect the identity and not disclose the name of the individual testing positive will be taken.</li> <li>-Education Health Plus/School Based Health Center will facilitate all appropriate reporting to Pennsylvania Department of Health, Philadelphia Department of Health, and the Center for Disease Control as needed/required.</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>-Allow families and staff members to opt into 100% remote instruction, even upon return to in person instruction</li> <li>-Require , support and reinforce use of face coverings</li> <li>-Require, support and reinforce frequent handwashing and sanitizing</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>-Regular nursing check ins for identified caseload of students with chronic or severe illness (diabetes, etc.)</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>-Require, support and reinforce use of face coverings</li> <li>-Individuals who cannot wear a mask due to medical conditions will be excluded from this requirement following proper documentation and case management</li> <li>-Make face shields available to staff members that work with students with diverse learning needs.</li> </ul>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>-Provide opportunity for parents to give input on students with diverse learning needs (parent survey)</li> <li>-For students with complex needs or vulnerabilities, consider developing a student-specific plan that facilitates their safe return to school. Consider increasing social distancing, limiting interactions with other students/staff, varying arrival and dismissal time, staggering the end of class periods, varying or limiting transitions from classroom to other areas in the school.</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>-Provide check ins with higher risk students to provide support as needed by Certified and staff nurses.</li> <li>-Provide check ins and support in accordance the student's IEP goals, 504 accommodations, etc. by special education teachers, counselors, and support staff.</li> <li>-Monitor and communicate student needs/concerns by teachers and counselors and address accordingly</li> </ul> <ul style="list-style-type: none"> <li>-Deploy staff with considerations for building layout, as well as staff &amp; student needs</li> <li>-Revise arrival &amp; dismissal protocols and practices to monitor social distancing</li> <li>-Limit the number of students and staff within any given space</li> <li>-Create student caseloads/advisories that ensure teachers are able to support small cohorts of student through success in remote learning</li> </ul>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Deep Roots Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **Thursday, July 30, 2020**.

The plan was approved by a vote of:

<u>6</u>	Yes
<u>0</u>	No

Affirmed on: **Friday, July 31, 2020**

By:



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*(Signature\* of Board President)*

Robert Burns

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*(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.