



# Phased School Reopening 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: Elwyn Early Learning Services- Preschool Early Intervention Philadelphia and Chester, PA**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf’s Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

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

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

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

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

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

- ✓  **Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).**
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- ✓ **Remote learning option for all students beginning April 1, 2020**
- ✓ **Virtual evaluation option for all students beginning April 1, 2020**
- ✓ **Face-to-Face option will be offered beginning with a phased in approach starting July 13, 2020 for community-based EI services to completion of the face to face option being offered for all services by September 8, 2020**
- ✓ **The Preschool EI program will offer this option model according to the needs/appropriateness/effectiveness for the child and parent choice.**
- ✓ **EI Classrooms will resume face -to -face programming for children in September according to the Early Intervention calendar**
- ✓ **(Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): Beginning on 7/13/2020 as Philadelphia enters the green phase, ELS will return to face –to-face service**

delivery to students. Children with ASD or other low incidence disAbilities or pressing needs will be offered the face- to- face option first. ELS will return to total reopening by September 8, 2020 assuming that Philadelphia remains on Yellow or Green status.

## 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)
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<b>Dr. Kurt Miceli</b>	Vice President/Chief Medical Officer	Pandemic Coordinator (Response)
<b>Veronica Williams</b>	Executive Director	Both
<b>Shavon Anderson</b>	Operations Manager	Both
<b>Cathy Roccia-Meier</b>	Parent Advisor	Development
<b>Ana Pacheco</b>	Bilingual Parent Advisor (Spanish)	Development
<b>Robin Wright</b>	Center Director	Both
<b>Cullen McCormick</b>	Center Director	Both
<b>Steve Shaud</b>	Director ELS (Chester)	Both
<b>Lisa King</b>	Director of Service Delivery	Both
<b>Jennifer Bush</b>	Regional Manager	Both
<b>Elizabeth Feldman</b>	Human Resources/HRBP	Both
<b>Donna Bobo Carter</b>	EI Coordinator	Both

## 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:

Elwyn Early Learning Services will ensure sanitization of each classroom one week prior to children's arrival, professional cleaning of surfaces, weekly and a wipe down of each workspace, after each use. Inventory for supplies is checked regularly, and reported to the Operations Manager, weekly, as needed. Staff will receive written guidance and orientation of how to use the regional office and/or classroom space. Regional Managers are responsible for the orientation of staff to the building. Supervisors and managers are responsible for ensuring compliance with sanitization protocols. This process will be measured by sign off/completion in the ELMS guidance, policy, and acknowledgement and participation in orientation.



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>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Professional deep clean all early intervention classrooms week prior to children returning to the Early Intervention classroom, including air conditioner filters will be checked and/or changed</p> <p>Weekly professional cleaning and sanitization of hard surfaces</p> <p>Sanitization/wipe down of work space/tabletop, manipulatives, bathrooms, and toys after each use</p> <p>Water fountains are to be covered/rendered NOT IN USE</p> <p>Cover water fountains with trash bags provide disposable cups of water</p>	<p>Shavon Anderson, Operations Manager</p> <p>Lisa King, Director of Service Delivery</p>	<p>Lysol, Wipes, Gloves, Hand sanitizer</p> <p>Trash bags, Tape, Signs</p>	<p>Y</p>
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is are limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

## Social Distancing and Other Safety Protocols

### Key Questions

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

**Summary of Responses to Key Questions:** Classrooms will use tape indicators, and use block off socially distant space. Tape markings will be used in front of the classroom sink and classroom bathrooms to ensure children waiting in line are at a safe distance from one another. Tape markings will be used to ensure that children are appropriately spaced. Tape markings will be used in the hallway to ensure spacing during any time children may be standing in a line. Classrooms will arrange furniture and chairs to block of adequate space. Indicators will be spaced 6 feet apart. Additionally, children will face the same way. Children will not be looking at each other, but positioned in one direction or away from one another.

Children will wash their hands upon entry to/exit from the classroom. Bathroom breaks will be on rotation, by classroom. Children will go to the bathroom one (1) or two at a time. There is a no visitation policy during the pandemic. ELS request that parents use videoconferencing, virtual tours or phone calls to consult with teachers and check on child progress. Outdoor space is utilized by classrooms, on a rotating basis. Classrooms will not exceed the number of children registered for the class. ECSE classes will not exceed nine children. Regular education preschool classroom will not exceed eleven children. Transportation is provided by the school district. Classrooms will dismiss one at a time to limit the number of children in the hallway at any given time.

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>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Classroom space will identified using red masking tape as a space indicator once school</p> <p>Classroom furniture arrangement and tape indicators will be used</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Tape and signs</p>	<p>Y</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Snacks served in classroom, social distancing will be observed at all times</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Cups, plates, napkins</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>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Staff and children are required to practice hand washing upon entry/exit</p> <p>Hand sanitizer and wipes will be used frequently throughout the day</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Disinfectant soap</p> <p>Hand sanitizer</p> <p>Disinfectant wipes</p>	Y
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Age appropriate picture signs will serve as reminders for staff and students to follow:</p> <p>social distancing</p> <p>hand-washing</p> <p>mask requirements</p> <p>Cleaning/disinfection procedure will be hung throughout the school.</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Signs, tape</p>	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>Identifying and restricting non-essential visitors and volunteers</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Parent drop off will be greeted at the door, no entry</p> <p>All visitors and volunteers will be restricted from the school, with the exception of emergencies</p> <p>All parent and/or provider meetings will be held virtually</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	Signs	Y
* <b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>the gross motor room will be limited to one classroom at a time and no more than one (1) students at a time with related service staff, wipe down surfaces after each use</p> <p>No extracurricular sports are available to ELS students.</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	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)
<p><b>Limiting the sharing of materials among students</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other</p> <p>Toys that cannot be cleaned and sanitized should not be used that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup</a></p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Wipes, 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)
<b>Staggering the use of communal spaces and hallways</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Use of hallways will be monitored, and staggered for social distancing. One classroom in the hallway at a time, ensuring a unidirectional flow</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	Schedule and hall monitoring	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Classrooms are dismissed one at a time</p> <p>There are dismissal shifts to ensure the minimum number of staff and children in the hallways at one time.</p> <p>Children will follow the school district social distancing rules on buses</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	Schedule and hall monitoring; Support from/to school district bus personnel	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)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Preschools will not be open for face to face intervention during the summer of 2020	Special Education classrooms will not exceed 9 children	Lisa King Director of Service Delivery	N/A	Y
	Use of Regional office space is limited and staggered for identified staff	Regular education classrooms will not exceed 11 children	Cullen McCormick, Center Director		
	Evaluations and Itinerant services are delivered virtually, where appropriate	There will be no interaction between classrooms	Robin Wright, Center Director		
		Evaluations and Itinerant services are delivered virtually, where appropriate	Steve Shaud, ELS Director ELS Chester		
<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>	Preschools will not be open for face to face intervention during the summer of 2020	Social distancing and other safety guidelines carry over to before care and after care	Lisa King Director of Service Delivery	N/A	Y
	Use of Regional office space is are limited and staggered for identified staff	Early Intervention programs will share the Health and Safety plan with their ECE partners for continuity	Cullen McCormick, Center Director		
	Evaluations and Itinerant services are delivered virtually, where appropriate	Parents are encouraged to request a copy of the health and safety plan	Robin Wright, Center Director		
			Steve Shaud, ELS Director ELS Chester		



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>Other social distancing and safety practices</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Parent/Bus Aide Drop off is at the front door of the facility. Parents/Bus Aides are asked to refrain from entering the building</p> <p>Staggered drop off/disembark and pick up/embark times for children</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	Signs	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:** Children who are exhibiting sign of illness are not permitted to attend school. Illness require a doctor’s note in order for the child to return to school. Staff are required to perform temperature checks/ screening daily, on children entering the school building, one at a time, and properly distanced. Each center will have a designated room that will be used as a waiting area for any students who display signs of illness as they wait for their parents to pick them up; only the child and the staff person waiting with the child will be present in the designated room. The staff person will wear a mask at all times and the child will wear a mask if tolerated. Staff are required to submit to temperature checks and screening on a daily basis at the start of the shift. Screener will make quarantine decisions and will notify the supervisor for next action steps. If the staff person is with a sick child or child having symptoms, the staff person will Don full PPE (gown, gloves, facemask, and face shield with N95). All staff will be trained through a series of videoconferences for community based and center based providers.

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>Monitoring students and staff for symptoms and history of exposure</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is are limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Temperature checks and screening questions upon arrival for staff and children</p> <p>Parent self-report of family illness prior to sending the child to school</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, Director ELS Chester</p>	<p>Infrared Thermometers</p> <p>Screening form</p>	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)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is are limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>A quarantine area will be identified for each school.</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Room designation</p>	<p>Y</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is are limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Children showing sign of illness will be immediately quarantined, and then excused from school for 14 days</p> <p>A doctor's note is required for any child or staff illness before returning.</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Parent contact form</p> <p>Return to work/school doctor's note is forwarded to risk management or school administrator prior to return</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)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	Parent Notifications will be completed via phone, email and Postal mail, and website.	<p>Adrienne Buck, Regional Manager</p> <p>Allison Leverick, Regional Manager</p> <p>Colleen Caione, Regional Manager</p> <p>Jennifer Bush, Regional Manager</p> <p>Julie Beamon, Regional Manager</p> <p>Michell Hodge, Regional Manager</p> <p>Lisa King, Director of Service Delivery (Provider notifications)</p> <p>Shavon Anderson, Operations Manager</p>	Paper, envelopes, postage	Y
<b>Other monitoring and screening practices</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	N/A	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director</p> <p>ELS Chester</p>	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:** Staff working in close personal contact with children are required to wear facemasks and face shields. Children are recommended to wear face coverings, as appropriate, and especially if they are in a higher risk category for illness. Staff in a high risk category for illness will not be assigned to check-in children/staff nor quarantine areas. Staff at higher risk will don full PPE. Full PPE will be discarded and changed after each close personal contact with a child. High risk designation will be determined by the individual's primary physician. Instructional and non-instructional staff will be assigned to classrooms to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>High risk students returning to the classroom will be evaluated on a case-by-case basis because the child could have specific medical recommendations based on her/his unique circumstances or conditions.</p> <p>Use of a face shield and facemask for staff who will be close to the child (within 6 feet) providing direct service and/or instruction.</p> <p>High risk staff will don full PPE, with N95 and Face mask and not be assigned to the check-in nor quarantine room</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, Director ELS Chester</p>	<p>Child-size face masks</p> <p>Gloves, face masks, face shields, gowns</p>	<p>Y</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>All staff are required to wear facemask/face shields in the building</p> <p>Staff doing temperature checks will don a face shield and a face mask and gloves</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p> <p>Shavon Anderson, Operations Manager</p>	<p>Face shields, face masks</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>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is are limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Children are recommended to wear face coverings, as appropriate</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>N/A</p>	<p>Y</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is are limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Children with compromised immune systems due to medical diagnosis will be identified in each center. Staff will don facemasks and face shields and gloves during all therapy sessions.</p> <p>With parental consultation, children who fall in this category will don masks or face shields much as possible.</p> <p>Individual health plans will be developed on a case-by-case basis and followed to include any specific safety precautions as specified and provided by the child's medical professionals.</p> <p>A virtual IEP Meeting will be facilitated with the IEP team and parent to review the health plan</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	<p>Individual Health Plan</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)
<b>Strategic deployment of staff</b>	<p>Preschools will not be open for face to face intervention during the summer of 2020</p> <p>Use of Regional office space is limited and staggered for identified staff</p> <p>Evaluations and Itinerant services are delivered virtually, where appropriate</p>	<p>Staff will be deployed for temperature checks and screenings, as appropriate</p> <p>Staff will be deployed for quarantine room, as appropriate</p> <p>Staff will be deployed to receive children for the start of class</p>	<p>Lisa King Director of Service Delivery</p> <p>Cullen McCormick, Center Director</p> <p>Robin Wright, Center Director</p> <p>Steve Shaud, ELS Director ELS Chester</p>	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
<b>Orientation: Return to work amidst the Pandemic and basic infection control</b>	Staff and Contractors	Veronica Williams, Executive Director	Virtual	Computer/Phone	7/9/20	7/31/20
<b>New Employee Orientation</b>	ELS Staff	Ashlee Brown, Assistant Director PD	Virtual and Face to Face	Computer/Phone, on -site	7/6/20	ongoing
<b>Return to Work Acknowledgement Form, Policy 1420, ELS Guidance</b>	Staff and Contractors	Ashlee Brown, Assistant Director PD	Virtual	Computer/Phone	7/1/20	7/31/20

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode for Communications	Start Date	Completion Date
<b>Re-Opening guidance, orientation and requirement for the reopening of classrooms</b>	Parent/Guardians Provider Agencies	Lisa King, Dir of Service Delivery Cullen McCormick, Center Dir Robin Wright, Center Director Steve Shaud, ELS Dir (Chester) Adrienne Buck, Regional Mgr Allison Leverick, Regional Mgr. Colleen Caione, Regional Mgr. Jennifer Bush, Regional Mgr. Julie Beamon, Regional Mgr. Michell Hodge, Regional Mgr.	Email, Postal Mail, phone, Videoconference and virtual tours	7/9/20	9/15/20
<b>Transportation, and Point of Contact</b>	Parent/Guardians Provider Agencies	Lisa King, Dir of Service Delivery Cullen McCormick, Center Dir Robin Wright, Center Director Steve Shaud, ELS Dir (Chester) Adrienne Buck, Regional Mgr Allison Leverick, Regional Mgr. Colleen Caione, Regional Mgr. Jennifer Bush, Regional Mgr. Julie Beamon, Regional Mgr. Michell Hodge, Regional Mgr.	Email, Postal Mail, phone, Videoconference	8/1/20	ongoing
<b>Ongoing guidance from the State regarding EI services amidst the Pandemic</b>	Elwyn ELS	Veronica Williams, Executive Director of ELS	Email, Phone, videoconference, Website	3/13/20	ongoing

## Health and Safety Plan Summary: Elwyn Early Learning Services, Preschool Early Intervention (Philadelphia and Chester, PA)

**Anticipated Launch Date:** 7/6/20 for Itinerant services, Classrooms will open in September 2020 according to the school calendar

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>Professional deep clean all early intervention classrooms, bathrooms, and community areas at least one week prior to children returning to the Early Intervention classroom, including air conditioner filters will be checked and/or changed</p> <p>Weekly professional cleaning and sanitization of hard surfaces</p> <p>Sanitization of work space/tabletop/manipulatives, bathrooms, and toy after each use</p> <p>Water fountains are to be covered/rendered NOT IN USE</p> <p>Cover water fountains with trash bags provide disposable cups of water</p> <p>Classroom space will be identified using red masking tape as a spacing indicator once school resumes</p> <p>Classroom furniture arrangement will be considered as well. Tables and chairs will be Covid19 compliant (6ft of distance)</p> <p>Snacks will be served in the classroom. Social distancing will be observed at all times</p> <p>All children and staff are required to practice hand washing upon entry and exit</p>

Requirement(s)	Strategies, Policies and Procedures
	Hand sanitizer and disinfectant wipes will be used frequently throughout the day

## 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> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <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>	<p>Age appropriate picture signs will serve as reminder for staff and students to follow: Social distancing, hand washing, wearing masks is required</p> <p>Cleaning/disinfection procedure will be posted in common areas</p> <p>Parent/Bus Aide pick up and drop off will occur at the door. Entry to the building is restricted. Staggered drop off/disembark and pick up/embark times for children</p> <p>All visitors and volunteers will be restricted from the school, with the exception of emergencies</p> <p>All parent and provider meetings will be conducted virtually. Parent Tour requests will be accommodated virtually</p> <p>Gross motor room will be limited to one classroom at a time and No more than one student at a time. Recreation time will be staggered. Wipe down surfaces after each use</p> <p>No extra-curricular sports are available to ELS students Do not share toys with other groups of children unless they are washed and sanitized before being moved from one group to another</p> <p>Toys that cannot be cleaned and sanitized should not be used. Toys and materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <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> <p><b>Other social distancing and safety practices</b></p>	<p>Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup</a></p> <p>Evaluations and itinerant services are delivered virtually, where appropriate</p> <p>Classrooms are dismissed one at a time</p> <p>There are dismissal shifts to ensure the minimum number of staff and children are in the hallways at one time</p> <p>Use of hallways will be monitored and staggered for social distancing. One classroom in the hallway at a time, ensuring a unidirectional flow.</p> <p>Special Education classrooms will not exceed nine children. Regular education classrooms will not exceed eleven children</p> <p>There will be no interaction between classrooms</p> <p>Social distancing, sanitization and screening strategies will carry over to before care and aftercare.</p> <p>Early Intervention programs will share Health and Safety Plans with their Early Childhood Education (ECE) partners for purposes of continuity. Parents are encouraged to request a copy of the health and safety plan.</p> <p>Student drop off will occur at the front door of the facility. Parents are asked to refrain from entering the building. Parent tours/participation will be offered virtually.</p> <p>Children will follow the school district social distancing rules while on buses.</p>

Requirement(s)	Strategies, Policies and Procedures

### Monitoring Student and Staff Health

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> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Temperature checks, and screening of staff and students will occur upon arrival</p> <p>Parent/guardian self-report of family illness prior to sending the child to school. Children who are sick are to be kept home and not sent to school. If a family member is sick, the child/staff should be kept home for 14 days.</p> <p>A quarantine area will be identified for each school, in case of illness. The morning screener/check in person will be responsible to making quarantine decisions and Supervisor notification</p> <p>Children showing signs of illness, including a temperature of 100.0 Fahrenheit orally (or 99.5 Fahrenheit temporal or axillary) or greater, will be immediately quarantined and then excused from school for 14 days.</p> <p>A doctor's note is required for any child or staff illness before returning.</p>

### 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> <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>Parent notifications will be completed via phone, email, postal mail and Elwyn Website</p> <p>Videoconferences, meetings and orientations will be held virtually for each school location</p> <p>All staff are required to wear facemasks while in the building.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Children are recommended to wear face coverings, as appropriate</p> <p>Staff doing temperature checks will either have a Plexi-glass barrier or don a face shield along with their mask and gloves</p> <p>Staff monitoring the quarantine room will don a face shield, gown, gloves, and N95 with facemask atop (Full PPE)</p> <p>High risk staff will don full PPE, with N95 and Face mask and not be assigned to the check-in nor quarantine room High risk children with compromised immune systems, due to medical diagnosis will be identified in each center, Staff will don face shields and facemasks during therapy sessions</p> <p>With parental consultation, children who fall into this category will don masks or face shields as much as possible. Individual health plans will be developed on a case-by-case basis and followed to include any specific safety precautions as specified and provided by the child’s medical professionals</p> <p>Use of a face shield and facemask for staff who will be close to the child (within 6 feet) providing direct service and/or instruction.</p> <p>A virtual IEP meeting will be facilitated with the IEP team and parent to review the health plan</p> <p>Staff will be deployed for temperature checks and screenings as appropriate</p> <p>Staff will be deployed for the quarantine room as appropriate</p> <p>Staff will be deployed to receive children for the start of class as appropriate</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Elwyn Early Learning Services (Preschool Early Intervention)** reviewed and approved the Phased School Reopening Health and Safety Plan on **July, 13, 2020**

The plan was approved by a vote of:

  5   Yes

  0   No

Affirmed on: August 7, 2020



By:

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*(Signature\* of Board President)*

Charles S. McLister

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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.