

Phased Reopening Health and Safety Plan

2020-2021 School Year

9-2-20 Return to school/work section revised

Pandemic Team and Roles

- Pandemic Coordinator – Karen Shepherd, CEO
- Pandemic Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Karen Shepherd	Chief Executive Officer-Pandemic Coordinator	Both
James Mele	Chief Financial Officer	Both
Nathan Leeman	Principal	Both
Stephanie DiCroce	Human Resources Manager	Both
Jeff Sistik	Supervisor of Building & Grounds	Both
Robert Mickolay	Technology Manager	Both
Mary Weaver	School Nurse	Both
Maureen McCullum	Clinical Director	Both

Phased Reopening of Schools

- **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.

Pace's Reopening Plan

- **Total reopen for all students and staff** (but some students/families opt for distance learning out of safety/health concern).
- **Parents/guardians uncomfortable with their child(ren) attending in-person instruction are asked to contact Nathan Leeman, Principal at 412-244-1900 or nleeman@paceschool.org to discuss concerns and possibly schedule an IEP meeting.**

Communication

- The Pace School Phased Reopening Health and Safety Plan will be posted (pending final edits) on the school's website (www.paceschool.org).
- The CEO will provide regular updates to the website and information via the One Call automated messaging system, email, postal mail and the Pace website
- Resources related to COVID-19 and links to the Centers for Disease Control (CDC), PA Department of Health (DOH), Pennsylvania Department of Education (PDE) Guidance for schools and information on prevention will be posted on the Parents Resources page of the Pace website.
- Health and safety signage to promote preventative practices are posted in highly visible locations.
- A Google Form will be located on the staff and parent resource pages to encourage open communication related to COVID-19 questions and concerns.

Facilities

- All classrooms are equipped with a sink and running water.
- All water fountains have been turned off.
- Classrooms will be provided with single use paper cups for students and staff to use when thirsty.
- All spaces within Pace School are air-conditioned.
- Classrooms have operational windows to enhance air circulation.
- Per CDC guidelines, ventilation systems have been inspected and serviced by a reputable HVAC contractor, outside air intake is set at 80% and air filtration has been improved to MERV 13.

Hygiene Practices

- All students, staff and visitors must wash their hands or use hand sanitizer upon entering the building.
- Each classroom is equipped with a sink and soap and paper towel dispensers.
- Pace School will utilize the “Wash In - Wash Out” strategy. All individuals will be expected to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, each time they enter or leave a classroom or other space.
- Effective hand washing will be taught to every student and staff member, and instructional hand washing signs will be posted near all sinks.
- Alcohol-based hand sanitizer with at least 60% alcohol will be available in areas throughout the building where a sink is not readily accessible.

Classroom/Staff Cohorts



Each color represents a cohort of students and staff.

Students from one cohort will not mingle with students from another cohort.

Only two classrooms from a cohort will be scheduled to travel, staggered five minutes apart, to lunch and special area classes.

Hallway traffic will be one directional by schedule.

Social Distancing

- All classrooms will be self contained.
- Generally, classroom occupancy will not exceed a total of 15 staff and students
- Each student will have an assigned desk/seat/area and only that student will be permitted to use that desk/seat/chair during the day/period.
- Spacing between desks/chairs/seats/areas will follow PDE/DOH guidelines (6 feet) between seats to the maximum extent possible.
- Alternative locations for larger classes will be explored (i.e. gym, multipurpose room) if necessary
- Activities in the multipurpose room, courtyards, and gym will be limited unless social distancing and cleaning/disinfecting protocols can be supported.
- The cafeteria will be utilized daily for breakfast and lunch. Generally, the cafeteria/multipurpose room occupancy will be limited to no more than a total of 30 students and staff during any meal session to allow for social distancing.

Movement Throughout the Building

- Non essential movement by staff and students throughout the building will be discouraged and limited.
- Markings have been placed on the floor to promote social distancing in areas where students/staff may need to wait including but not limited to: the reception area, outside the Health Office, outside and inside the Multipurpose Room and in the Cafeteria serving line.
- Students will use the restroom one at a time.
- Classroom will transition to special area classes, two classrooms at a time separated by five minutes, to promote one directional movement in the hallway.
- Movement in the hallways will be limited to classroom cohorts as much as practical. Individuals will be instructed to always walk on the right side of the hallway.
- Movement in the stairwell will be one directional as much as practical.

Face Coverings

- In accordance with the Pennsylvania Department of Health's order regarding face coverings dated July 1, 2020, *all students, staff and visitors will be required to wear "face coverings", except as noted in the PA Department of Health Order.*
- <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>
- Students and staff are asked to provide their own face covering that complies with the requirements below and works best for their individual needs. If a student, staff member or visitor cannot provide a face covering, one will be provided by Pace.
- A "face covering" means covering of the nose and mouth that loops over the ears or is wrapped around the lower face or a face shield that covers the eyes, nose and mouth. **For safety reasons, face covering may not be securely tied or looped around the head or neck.** The face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen and can include a plastic face shield. **The face covering may not display words or graphics that violate the Pace School student/staff dress code.**

Face Coverings (cont.)

Students, staff and visitors may remove their face coverings when they are:

- Eating or drinking when spaced at least 6 feet apart;
- Seated at desks or assigned work spaces at least 6 feet apart; or
- Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.)

Exceptions to Face Covering Requirement

- **Staff members will be required to wear face coverings except as noted above.** A staff member that cannot wear a face covering due to a medical reason must provide Human Resources with such medical documentation. Determination regarding eligibility for leave is dependent upon the medical documentation.
- A student or visitor who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance **are not required to wear face coverings.**
- Individuals for whom wearing a mask would create an unsafe condition in which to operate equipment or execute a task as determined by local, state or federal regulators or workplace safety guidelines.
- Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

Assemblies, Field Trips and Visitors

- All assemblies will be canceled until further notice.
- All field trips and community–based instruction will be canceled until further notice.
- Participation in the Interscholastic Sports League will be suspended until further notice.
- Non-essential visitors will be restricted from entering the building.
- Essential visitors are limited to staff providing related services to students and workers required to maintain business operations and facilities maintenance.
- **Visitors are expected to comply with all Pace School Health and Safety Plan protocols.**
- Individualized Education Program (IEP) meetings and Treatment Team meetings will be conducted online or via conference call.

Student Drop off and Pick UP

- Parents/guardians will not be permitted in the building to drop off or pick up their child/children.
- Parents are to enter the bus line and follow the arrival and dismissal procedures.
- Students arriving late or leaving early will be greeted and/or delivered to the vehicle.
- Parents are to park in a visitor parking space and contact the front desk at 412-244-1900 when they arrive and someone will come meet the student(s) or bring the student(s) to the vehicle.

Breakfast and Lunch

- To the maximum extent possible, students will eat breakfast and lunch in the Multipurpose Room.
- Additional lunch periods have been added to allow for one directional seating, 6 feet apart as much as possible.
- Signage has been added in the lunch room and serving lines to promote social distancing.
- All components of lunch will be served to students including condiments, utensils, and any ala carte purchases.
- All students will use disposable trays and utensils.
- Staff will be able to purchase pre-packaged meals from the cafeteria.

Breakfast and Lunch (cont.)

- Students may bring a breakfast/lunch from home.
- Staff will not be permitted to heat up items for students.
- Lunch boxes/bags will be stored in the student's locker or in an individual clear plastic bag in the classroom closet/cabinet.
- Paper/plastic disposable lunch bags are recommended and preferred.

Materials and Supplies

- Students will not be permitted to bring backpacks or school supplies from home to school.
- All general supplies (paper, pencils, crayons, colored pencils, rulers, etc.) will be provided by Pace School.
- Each student will be assigned their own textbooks, and technology as applicable.
- Students' textbooks and supplies will be maintained in an individual clear backpack provided by Pace.
- Sharing of supplies will be extremely limited. Any school supplies shared by students (e.g., calculators, art supplies, and/or computers) will be cleaned and disinfected between uses.

Lockers and Personal Items

- Only one student will be assigned to a locker.
- Lockers will be accessed by one student at a time under staff direction.
- Every attempt will be made to assign every other locker to promote distancing between students.
- Technology brought from home will be collected upon arrival, placed in individual plastic bags and locked by staff until dismissal.
- Any personal items stored in the classroom closet will be placed in an individual clear bag or zip lock bag.

Physical Education (PE) and Recess

- PE classes will be encouraged to be outside, weather permitting.
- Non-contact activities will be provided.
- Students must have appropriate shoes and/or attire.
- Social distancing will occur in all activities in PE class and during recess.
- PE classes may occur in a classroom setting if necessary.
- Recess will be assigned and scheduled for grades K-8 and supervised by the classroom staff.
- Only one class will be scheduled to a courtyard or outside area at any given time.
- **The playground closed until further notice.**

Cleaning and Disinfecting

- The facility will be deep cleaned prior to students and staff returning for the 2020-2021 school year.
- Cleaning is performed following the CDC guidance including the use of a sanitizing mister.
- Cleaning products are cross referenced, as recommended by OSHA and the CDC, against the EPA website to ensure products meet the EPA guidelines. These supplies were used by Pace prior to the COVID-19 Pandemic.
- Daytime custodial staff will periodically clean throughout the school day high touch surfaces, including but not limited to, handrails, doors and door knobs, sinks and faucets.
- Pace staff will be provided training on proper cleaning and disinfecting protocols during in-service training prior to the start of the school year. New staff will be required to complete training upon hire.

Cleaning and Disinfecting (cont.)

- Each instructional space and office will be provided a cleaning/disinfecting spray and paper towels.
- All desks/tables will be cleaned/disinfected by staff mid-day and end-of-day.
- Special Area teachers will clean/disinfect spaces and materials used by students after each session/class.
- Staff working in offices or meeting students/staff in a conference room will clean and disinfect spaces and materials used by students/other staff after each session/class.
- Cleaning and disinfecting by the custodial and maintenance staff will continue in the evenings to ensure the building is ready to use the following day.
- If a student or staff member reports symptoms of COVID-19 while at school, the custodial and maintenance staff will clean and disinfect the area/areas in which that individual had contact.
- Training will be provided to custodial and maintenance staff on proper cleaning and disinfecting protocols by the vendor contracted for custodial maintenance services.
- Pace staff will be trained in proper cleaning and disinfecting protocols during in-services prior to the start of the school year. New staff will be required to complete the training upon hire.

Health and Symptom HOME Screening

Staff and parents/guardians **MUST** inform the school if they have a positive case of COVID-19 or if someone in their household has tested positive for COVID- 19

- Staff, students and/or parents/guardians should complete a daily symptom screening before leaving for school.
- Students and staff must stay home if they have a temperature at or above 100°F or if experiencing other COVID-19 symptoms, as currently (July 15, 2020) recommended by the Department of Health and Pennsylvania Department of Education.

Stay home if you:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (at or above 100°F) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

Health and Symptom Screening (cont.)

- Staff will complete COVID-19 questionnaire form to screen symptoms & exposure prior to entering the building for the 2020-2021 SY.
- Visitors will complete COVID-19 questionnaire form to screen symptoms & exposure each time they enter the building.
- **Pace will screen all students, staff and visitors daily for a temperature when entering the building.**
- If a student's temperature measures at or above 100° F, the student will be escorted to the isolation area where the nurse will complete an oral temperature check.
- If a staff member's temperature measures at or above 100° F, they will wait for a few minutes and have their temperature rescreened. If their temperature measures at or above 100° F a second time they will be asked to go home.
- Visitors with a temperature reading at or above 100° F will be directed to leave the building.

Isolation Rooms

- Two isolation rooms have been identified and if a student/staff displays any COVID-19 related symptoms while at school, they will be immediately isolated, masked (if not already wearing a mask) and dismissal will be arranged immediately. Letters will be provided to staff or families that direct them to contact their healthcare provider and communicate with school nurse prior to returning to the building.
- If a person that tests positive for COVID-19 enters the building, the Pace maintenance staff will close off the area(s) the person visited, and will clean and disinfect the areas visited by the person.
- Pace will follow Department of Health and Department of Education guidance when managing the dismissal and return of students/staff with COVID-19 related symptoms.
- Pace will report any COVID-19 related exposures or confirmed cases to the Department of Health.

Displaying COVID-19 Symptoms

while at school

- If a staff member is displaying COVID-19 symptoms, he/she will notify the Human Resources manager via telephone and leave the building. If they must wait for transportation, they will wait in one of the isolation rooms.
- If a student is displaying COVID-19 symptoms, a staff member will notify the school nurse via telephone prior to escorting the student to the health office.
- The nurse will assess the student after personal protective equipment (PPE) has been applied.
- The student will be placed and monitored in an isolation room.
- **The nurse will call the parent/guardian who must come pick up their child. Pace staff are not permitted to transport a student who is exhibiting COVID-19 symptoms.**
- The parent/guardian picking up the child is to park in a visitor parking space and call the receptionist at 412-244-1900. The student will be escorted to the vehicle when parent/guardian arrives.
- If applicable, siblings will be dismissed as well.
- A student or staff member with fever or symptoms of COVID-19 should seek medical attention for further evaluation and instructions before returning to school.

Return to Work/School

Pace School will work closely with the Department of Health regarding all return to work, cleaning and potential school closures related to positive COVID-19 cases among staff and/or students.

For staff and students, who are not currently a close contact or quarantined, presenting with symptoms that may be associated with COVID-19 may return to school when any one of the following applies:

- **Symptomatic individual/child not tested:** exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) AND improved respiratory symptoms; or
- **Symptomatic individual/child clinically cleared by primary medical doctor, certified school nurse or other health care provider:** exclude until afebrile for 24 hours (if fever present) AND symptoms improving; or
- **Symptomatic individual/child with test negative:** exclude until afebrile for 24 hours (if fever present) AND improved respiratory symptoms.
- There is no need for a “negative test” for a student or staff diagnosed with COVID-19 to return to school. Follow Public Health isolation guidance. May return to school/work when cleared to do so by DOH or the appropriate CMHD.

Staff Training

- Training will consist of in-person and online training
- In-person training will be limited to no more than 25 individuals, spaced 6 feet apart
- On-line, video recordings and the ZOOM platform will be used for all other training
- Information necessary for entry into the building will be provided to staff via email and ZOOM meetings prior to their return to school
- Individual handouts and materials will be provided if necessary for training
- All Staff meetings will occur weekly via the ZOOM platform

Staff Training (cont.)

Staff will complete training in the following health and safety topics:

- ✓ Recognizing COVID-19 symptoms
- ✓ COVID-19 health and safety protocols
 - Handwashing
 - Cleaning and Disinfecting of Learning Spaces and Isolation Room
 - Addressing Social Distancing and Face Coverings
 - Personal protective equipment (PPE) usage
 - Self-Report Requirements
- ✓ Procedural changes in nursing
- ✓ HIPPA and COVID-19
- ✓ Trauma informed decision-making and crisis management