Health and Safety Plan Summary: Pace School

Anticipated Launch Date: August 19, 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
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	• **How will you ensure the building is cleaned and ready to safely welcome staff and students?** The custodial and maintenance staff returned June 1st to begin the summer cleaning process. The facility will be deep cleaned prior to staff and students returning. Cleaning is performed following CDC guidelines including use of a Sanitizing Mister. • **How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?** Supplies are ordered through the maintenance and/or business office. Cleaning products are cross referenced, as recommended by OSHA and the CDC, against the EPA web-site https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19 to ensure products meet EPA guidelines.

Requirement(s)	Strategies, Policies and Procedures
	• **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?** Cleaning by the custodial and maintenance staff will continue in the evenings to ensure that the buildings are ready for use the following day. In addition, protocols have been added that include 1) cleaning and disinfecting spaces when a student is sent home by the nurse or a staff member leaves work with COVID symptoms, 2) high touch surfaces are cleaned during the school day by custodial maintenance or program staff, 3) hand sanitizer will be available in occupied spaces that do not have a sink for hand washing 4) 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. • **What protocols will you put in place to clean and disinfect throughout an individual school day?** The custodial and maintenance staff will clean high touch surfaces in common areas periodically throughout the school day. Classrooms will be supplied with cleaning products and high touch surfaces will be cleaned by classroom staff during the 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?** Training has been provided to the custodial maintenance staff on proper cleaning and disinfecting protocols by the vendor contracted for custodial maintenance services. 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.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible** * **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms** * **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices** * **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs** * **Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes** **Limiting the sharing of materials among students** **Staggering the use of communal spaces and hallways** **Adjusting transportation schedules and practices to create social distance between students** **Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**	• **How will classrooms/learning spaces be organized to mitigate spread?** Each student will have an assigned seat/area. Only that student will be permitted to use that desk/chair/seat during the day/class period. Class size will be limited in order to support social distancing. Spacing of desks/chairs/seats will follow CDC or Department of Health guidelines for the distance between seats to the maximum extent possible. Alternative locations for larger classes will be explored (i.e. gym, multipurpose room). • **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?** Classroom students will be self-contained and move together to all classes. Classrooms on the same hallway will be identified as a cohort. Staggered schedules and allowing time for staff to clean will be implemented to minimize contact including lunch, specials and outside areas. • **What policies and procedures will govern use of other communal spaces within the school building?** Activities in the multipurpose room, courtyards, playground and Gym will be limited unless cleaning, disinfecting and social distancing can be supported. Communal spaces will be used by one self-contained class at a time as feasible and practical. Cafeteria will be utilized daily for breakfast and lunch. Seating allowed at any meal session will be designated/assigned to support social distancing.

Requirement(s)	Strategies, Policies and Procedures
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars **Other social distancing and safety practices**	• **How will you utilize outdoor space to help meet social distancing needs?** Courtyards and outside spaces will be used by individual classrooms on a strict schedule promoting activities approved by administration. The playground will be closed. • **What hygiene routines will be implemented throughout the school day?** Hand Washing/Hand Sanitizing Protocols 1. All students, staff and visitors must use hand sanitizer or wash hands upon entering the building. 2. All students and staff will wash hands at a minimum when they entering or exiting a classroom (e.g. arrival, specials area class, lunch dismissal). Classroom Disinfecting Protocols During School Day 1. Each instructional space will have a disinfecting spray and paper towels. 2. All desks and tables will be cleaned and disinfected by staff mid-day and end-of-day. 3. Special Area Teachers will clean and disinfect spaces and materials used by students after each session/class. 4. Staff working in offices or meeting students in a conference room will clean and disinfect spaces and materials used by students/other staff after each session/class. 5. Employees will use hand sanitizer or wash hands before using communal materials (Copiers, vending machines, refrigerators, telephones, etc.)

Requirement(s)	Strategies, Policies and Procedures
	• **How will you adjust student transportation to meet social distancing requirements?** Transportation adjustments will be determined by the home-districts of the students. The arrival and dismissal procedures will be modified to minimize student contact. Parent drop off and pickup procedures will be changed to limit entry into the building. • **What visitor and volunteer policies will you implement to mitigate spread?** 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. All visitors will be required to complete a temperature screening and Health Survey to be allowed to enter the program. • **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?** No. Social distancing and safety protocols will be monitored to determine if changes are necessary. • **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?** Pace staff will be provided training on social distancing and safety procedures during in-service training prior to start of the school year. Staff will demonstrate knowledge of and accurate use the new health and safety procedures. New staff will be required to complete training upon hire.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* **Monitoring students and staff for symptoms and history of exposure** * **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure** * **Returning isolated or quarantined staff, students, or visitors to school** **Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**	• **How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?** Daily Health Assessments: It is the expectation that staff self-monitor for a fever and/or other COVID-19 symptoms daily, prior to reporting to work. Parents are expected to monitor their child/children for a fever and/or other COVID-19 related symptoms, prior to boarding a school bus/vehicle or arriving to school. Staff or students who have a temperature above 100° F, or if they are ill or experiencing COVID-19 symptoms must stay home from school. Additionally, Pace School will screen all students, staff and visitors for a temperature when entering the building. If a students' 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 over 100° F will be directed to leave the building. A student or staff member who becomes ill with COVID-19 related symptoms or has a fever at or over 100° F while at school will be sent home. In these instances, it is the parent/guardians responsibility to arrange transportation for their child/children.

Requirement(s)	Strategies, Policies and Procedures
	While waiting to go home, ill persons will continue to wear a facemask/shield and be placed in a separate isolation room overseen by school personnel who is also wearing a mask. Pace staff will educate parents, students, and staff on the signs and symptoms of COVID-19. • **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)?** Staff will be required to complete a Survey of Health Assessment upon their return to work for the 2020-2021 school year. Over the course of the year, if a staff member needs to change any of the survey questions, they must inform Human Resources. Parents will be accountable for their child(ren's) well-being prior to sending him/her 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?** Pace School will coordinate response to a positive COVID-19 case with the Allegheny County and./or PA Department of Health and follow the federal, state and/or local government agencies guidance, as feasible and practical, when a positive COVID-19 is confirmed. Isolation space(s) have been identified to separate a staff or student who is ill from the rest of the school community.

Requirement(s)	Strategies, Policies and Procedures
	Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? Pace School will coordinate response regarding quarantine or isolation with the Allegheny County and/or PA Department of Health and follow the federal, state and/or local government agencies guidance, as feasible and practical. The Principal, in collaboration with the nurse will be the main contact for the students and the Human Resources Manager in collaboration with CEO will be the main contact for the staff. **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?** The Pace School Pandemic Team has created a plan following the Department of Education and PA Department of Health guidance, as practical, regarding steps to follow for an individual to return to school/work. Any staff member who is uncomfortable in returning will be addressed on a case-by-case by Human Resources in collaboration with the CEO and in accordance with guidance from PA Department of Health. Any parent/student who is uncomfortable having the child(ren) returning to school is instructed to contact the Principal to arrange for an IEP meeting to discuss educational accommodations.

Requirement(s)	Strategies, Policies and Procedures
	• **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?** Parents/guardians/staff were presented with a written summary of the proposed Health and Safety Plan to return to in-person instruction for all students every day. They were informed of the survey through which they could ask questions and/or express concerns via an automated voice message sent to their primary phone number, and a posting on the Pace website. There was a staff Zoom focus group on July 22, 2020 and a parent Zoom focus group July 23, 2020 for staff/parents to discuss the plan and express any concerns/questions they may have. A second series of Zoom focus group discussion is scheduled for August 12, 2020. **Any parent who is uncomfortable with their child(ren) returning to school for in-person instruction will be addressed on a case-by-case during an IEP meeting. Alternative instructional opportunities may be available.** **Staff unable or uncomfortable with returning to work will also be addressed on a case-by-case basis and have been advised to contact the Human Resources Manager.** • **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?** Pace School will follow the guidance of the Pennsylvania and Allegheny County Departments of Health, as feasible and practical, regarding the communication of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan. Options for communication methods include but are not limited to: the

Requirement(s)	Strategies, Policies and Procedures
	automated messaging system, letter, website and local media.
	• **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?** All employees will be trained on how to self-monitor oneself as well as how to monitor student health. These trainings will occur in August 2020 before the first day for students. Newly hired staff will be trained as part of the on-boarding process.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff** * **Use of face coverings (masks or face shields) by older students (as appropriate)** **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	• **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?** Pace will follow Pennsylvania Department of Health face covering guidelines, as feasible. Current plans are as follows: GREEN and YELLOW • All students, staff and visitors are required to wear a face covering (mask or face shield) while working within 6 feet of students and staff or when in common areas such as hallways, office settings, etc. • Food Service employees or any employee in the kitchen environment is required to wear a face covering at all times. • Staff and/or students are permitted to wear a face covering, without repercussion, if Pace is not requiring the wearing of face coverings

Requirement(s)	Strategies, Policies and Procedures
	• Students and/or staff are requested to provide and clean their own mask. If they cannot provide a mask one will be provided for them. • Students will comply with the school districts guidelines regarding wearing a face covering on the school bus/vehicle. • Students will be excused from wearing a face covering in accordance with current Pa Department of Health guidelines. **Key messages about cloth masks** • Cloth face coverings do not include surgical masks or N95 respirators. • Create and wear cloth masks by following CDC guidance. • Wash hands thoroughly before putting on the mask. • Remove the mask carefully and wash your hands thoroughly after removing. • Wash the mask after each use. • Cloth masks do not provide adequate protection for others if the person wearing the mask has symptoms compatible with COVID-19. Ill persons should stay at home. • Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are also necessary to help prevent the spread of illness. • **What special protocols will you implement to protect students and staff at higher risk for severe illness?** The school nurse will contact parents of students who are immunocompromised and will address the students' needs on a case-by-case basis. Administrators will address staff needs on a case-by-case basis.

Requirement(s)	Strategies, Policies and Procedures
	- **How will you ensure enough substitute teachers are prepared in the event of staff illness?** The option to locally emergency certify employees in other positions is under consideration. - **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?** Pace's crisis team and teachers are trained on trauma-based decision-making to support the social emotional needs of students in school and at home. Pace will also open the school year with an emphasis on SEL provided by staff counselor, Social Workers and Mental Health Therapists providing support for students.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Pace School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 10, 2020**

The plan was approved by a vote of:

14 Yes

0 No

Affirmed on: **August 10, 2020**

By:

_____

(*Signature* of Board President*)

Brett Fulesday

_____

(*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.