



# **St. Benedict Catholic School 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: Saint Benedict School

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

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

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

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

## Type of Reopening

### Key Questions

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

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 18, 2020**

## 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)
Mr. Jeffrey Maucieri	Saint Benedict School	Plan Development and Response Team
Mrs. Michele Forsythe	Saint Benedict School	Plan Development and Response Team
Mrs. Cindy Cunningham	Saint Benedict Parent	Pandemic Crisis and Response Team
Mr. Charles Deckard	Saint Benedict Parent	Pandemic Crisis and Response Team
Mr. Steve Cunningham	Saint Benedict Parent	Pandemic Crisis and Response Team

## 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: Saint Benedict School will be cleaned and sanitized each day. The desks and chairs will be sanitized when the students leave for the day. Bathrooms will be cleaned during the school day and after school. A record/signature sheet will be hung in each janitor closet to show completion and turned into the school office at the end of every week. Ventilation of increased circulation of outdoor air will involve opening classroom doors and windows.**

**Supplies will be purchased to ensure they meet OSHA and CDC requirements and regulations for COVID-19. Trainings will be provided to staff if needed.**

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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"> <li>Classrooms will be cleaned twice a day</li> <li>Bathrooms will be cleaned three times a day</li> <li>Water fountains will not be in operation</li> </ul>	<ul style="list-style-type: none"> <li>Classrooms and bathrooms will be cleaned/sanitized every day following school</li> <li>Fountains will be used to fill individual water bottles but will also be wiped clean several times throughout each day</li> </ul>	<ul style="list-style-type: none"> <li>Janitor</li> </ul>	<ul style="list-style-type: none"> <li>Sanitizer/spray</li> <li>Gloves</li> </ul>	N
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>Filters on Window A/C units will be cleaned everyday</li> </ul>	<ul style="list-style-type: none"> <li>Filters on Window A/C units will be cleaned every three days.</li> </ul>	<ul style="list-style-type: none"> <li>Janitor</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning supplies</li> </ul>	N

## 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:**

- **Classroom chairs will be approx. six feet apart and all facing in the same direction only if needed.**
- **Students will keep a similar schedule throughout each day.**
- **Students will sit at a social distance in the cafeteria only if needed.**
- **Students will be allowed to gather in the school parking lot/playground wearing a mask if needed.**
- **Faculty, staff and students will be required / encouraged to wash their hands many times throughout the day and use sanitizer often.**
- **Transportation is provided by the local school districts.**
- **Visitors will not be permitted past the front office of any of our buildings and volunteers will be limited. Everyone, including admin, office staff/employees, teachers and students, who enter the building will record their name and have their temperature taken and recorded, only if needed.**
- **Age and grade will not make a difference to the above protocols.**
- **Admin, teachers and employees will all be trained with our safety protocols during the month of August before school opens. A run through will be conducted to ensure any/all questions are answered.**

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>	<ul style="list-style-type: none"> <li>Classroom chairs will be approx. six feet apart and all facing the same direction. Only if needed. Student occupancy will be 15 or less students.</li> </ul>	<ul style="list-style-type: none"> <li>Classroom chairs will be approx. six feet apart and all facing in the same direction, only if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Teacher</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<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>	<ul style="list-style-type: none"> <li>Meals will be served and eaten in the classrooms.</li> <li>Meals will be served in individual boxes.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be seated 6 feet apart and facing the same direction only if needed.</li> <li>There will be two lunch periods to restrict the number of students in the cafeteria. Disinfect between use.</li> <li>Meals will be pre plated.</li> </ul>	<ul style="list-style-type: none"> <li>Principal/ Cafeteria Staff</li> </ul>	<ul style="list-style-type: none"> <li>Boxed lunch containers</li> <li>Cleaning supplies</li> </ul>	<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>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>Students and staff will be taught protocols for washing hands, covering coughs and sneezes.</li> <li>Face coverings will be reinforced for all adults. Students will wear masks when necessary especially when moving within the school building/grounds.</li> <li>Face coverings will be required for all visitors.</li> <li>Signs will be posted to help stop the spread of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Same as yellow phase.</li> </ul>	<ul style="list-style-type: none"> <li>Principal/ Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Face Coverings</li> <li>COVID -19 Prevention signs</li> </ul>	Y
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<ul style="list-style-type: none"> <li>COVID -19 Prevention signs will be posted throughout the school building, classrooms, bathrooms, cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>Same as yellow phase</li> </ul>	Principal	<ul style="list-style-type: none"> <li>COVID-19 Prevention posters</li> </ul>	N
* <b>Identifying and restricting non-essential visitors and volunteers</b>	<ul style="list-style-type: none"> <li>No volunteers in classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Restricted to essential volunteers</li> </ul>	Principal	No	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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>Following CDC considerations</li> </ul>	<ul style="list-style-type: none"> <li>Following CDC considerations</li> </ul>	Principal	No	N
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>No sharing of materials.</li> </ul>	<ul style="list-style-type: none"> <li>Clean and disinfect shared items after each use.</li> <li>Keep individual belongings separated from others and label the items with student names.</li> </ul>	Principal/Teachers	No	N
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Classroom changes will be staggered to one class changing at a time.</li> </ul>	<ul style="list-style-type: none"> <li>Create one way traffic patterns for hallways and stairways.</li> <li>Separate students within common areas.</li> </ul>	Principal/Teachers	No	N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>Same as green phase</li> </ul>	<ul style="list-style-type: none"> <li>Bussing and Van transportation to be determined by the local school districts.</li> <li>Students who are dropped off by their parents and will follow a staggered drop off schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Principal/Teachers</li> </ul>	No	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>• Same as green phase</li> </ul>	<ul style="list-style-type: none"> <li>• Limit the number of students within the classroom to ensure 6 feet of social distancing, only if needed.</li> <li>• Limit the number and proximity and time of student groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal/</li> <li>• Teacher</li> </ul>	No	Y
<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>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		No	N
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>• Social Distancing practices monitored at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Same as yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	No	N

## 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?
  - All staff and students will have their temperature taken as they enter the school first thing in the morning.
  - Anytime a student feels ill they will have their temperature taken and be sent home within reason.

- 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)?
  - Temperatures will be taken and recorded by an employee as the students arrive first thing in the morning.
- 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?
  - In the event that a staff member or student has been exposed to COVID-19 they will be required to stay home for 5 days to ensure their health and the health of all those they come in contact with.
  - In the event that an employee, student or member of our school community becomes ill we will immediately inform our school community.
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
  - Administration and nursing staff will make all decisions regarding quarantine or isolation requirements.
- 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 or uncomfortable to return?
  - Any staff member or student who has a confirmed case of COVID-19 will need to have a safe return to work letter from their physician.
  - Any staff who is unable or uncomfortable to return will be allowed to continue their lessons virtually and we will provide a monitor to their classroom.
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
  - All students of families who agree to the all the above protocols will be allowed 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?

- Families will be notified of any confirmed COVID-19 exposure or case through our School Messenger system or a letter written by the principal.
- 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?
  - Administration, office staff and nursing will be trained on protocols for monitoring student and staff health. Training will be provided through our local school district nursing staff. The nursing staff will record the names of all who are trained.

**Summary of Responses to Key Questions:**

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>	<ul style="list-style-type: none"> <li>• All students and staff will be checked upon arrival for symptoms of Covid-19 by taking of their temperature.</li> <li>• All staff and students will be reminded to report exposure of COVID- 19 to the administration prior to admittance to school building.</li> <li>• Parents will inform the school if their child is ill or has been exposed to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>• Principal/ Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Meridian Temperature and facial recognition unit.</li> </ul>	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>	<ul style="list-style-type: none"> <li>• One classroom not used by students or staff will be designated as an isolation room for anyone showing signs of COVID-19 symptoms.</li> <li>• Parent will be notified to transport student to doctor or home.</li> <li>• Cleaning and disinfecting of isolated classroom will be conducted immediately following the release of the quarantined student.</li> <li>• Cambria County Health Officials will be notified regarding exposure to the students and families of the possible infected student.</li> <li>• Staff and families will be notified immediately if anyone has been exposed to COVID-19.</li> <li>• Diocesan Sick leave policy will be implemented for staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning materials</li> </ul>	Y
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>• Refer to DOH guidelines for isolation, quarantine, and return to work procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	No	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>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>Families, Staff, and the public will be notified by the school messenger system, school web site, local radio and tv stations of any changes to the school year and changes in the safety protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Same as yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> </ul>	No	N
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Follow CDC Guidelines for other significant practices to follow.</li> </ul>	<ul style="list-style-type: none"> <li>Same as yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> </ul>	No	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?
  - All staff will be required to wear a face covering throughout each day.
  - Students will be required to wear a face covering in the hallways and when moving throughout the school.
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
  - Students and staff at a higher risk for severe illness will be asked to stay home and teachers will provide lessons virtually.
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
  - All substitute teachers will be prepared to sub for 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?
  - The IU08 will continue to provide reading and math support as well as speech, and counseling for social emotional wellness whether face to face at school or virtually.

**Summary of Responses to Key Questions:**

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>Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>• Students who are in the high risk category will do on-line learning during the phase.</li> <li>• Staff who are in the high risk category will do their teaching on line from their home.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are high risk will do on-line leaning 3 days a week and face to face learning 2 days a week if applicable at parental request.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Computer</li> </ul>	Y
* <b>Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>• Staff will wear face coverings if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will wear face coverings when necessary in accordance with CDC guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Face Coverings</li> </ul>	Y
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>• Face masks will be optional when the students in grade 5-8 change classes.</li> <li>• Face Masks will be optional for all students as they enter and exit the school building.</li> <li>• Face masks will be optional by all students and employees throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as yellow phase</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Face Coverings</li> </ul>	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>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>• Consultation with student and parent will take place to resolve any issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as yellow phase</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	No	N
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>• Consideration will be given to move Special Area Teachers (Music, PE, Spanish, Computers) to the regular classroom to assist lowering student numbers for grade levels when needed.</li> <li>• Staff members will monitor student travel to keep social distancing among students.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff members will teach in their accredited areas.</li> <li>• Staff members will monitor student travel.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal/</li> <li>• Teachers</li> </ul>	No	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.
  - **Google Classroom**
  - **Schoology**
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
  - **Administration and teachers and staff will participate in any/all professional development or training**
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
  - **Google Classroom – Provided by IU08**
  - **Schoology – Schoology Trainers**
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
  - **Google Classroom – Online**
  - **Schoology – Webinar (Online)**
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
  - **Technology**
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
  - **Schoology Webinar – Ongoing**
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.
  - **Schoology – Ongoing**

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Schoology Training</b>	Teachers	Principal	PD	Computers	July 2022	Ongoing

## Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Health and Safety Plan</b>	School Community	Principal	School Messenger System	August 2022	TBD
<b>Health and Safety Plan</b>	Public	Principal	School Web Site	July 2022	TBD
<b>School Closures</b>	Public	Principal	School Messenger System and School Web Site	August 2022	TBD
<b>Change in Policy in Safety Protocols</b>	Public	Principal	School Messenger System and School Web Site	August 2022	TBD

## Health and Safety Plan Summary: SAINT BENEDICT SCHOOL

Anticipated Launch Date: **February 2024 Updated**

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
* <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>	<ul style="list-style-type: none"> <li>Classrooms and bathrooms will be cleaned/sanitized every day following school</li> <li>Fountains will be used to fill individual water bottles but will also be wiped clean several times throughout each day</li> </ul>
	<ul style="list-style-type: none"> <li>Filters on Window A/C units will be cleaned every three days.</li> </ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* <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>	<ul style="list-style-type: none"> <li>Classroom chairs will be approx. six feet apart and all facing in the same direction when deemed necessary.</li> </ul>
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<ul style="list-style-type: none"> <li>Students will be seated 6 feet apart and facing the same direction, when deemed necessary.</li> <li>There will be two lunch periods to restrict the number of students in the cafeteria. Disinfect between use. Meals will be pre plated.</li> </ul>
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>Students and staff will be taught protocols for washing hands, covering coughs and sneezes.</li> <li>Face coverings will be reinforced for all adults, when necessary. Students will wear masks when necessary especially when moving within the school building/grounds.</li> <li>Face coverings will be suggested for all visitors.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<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><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>	<ul style="list-style-type: none"> <li>• Signs will be posted to help stop the spread of COVID-19.</li>   <li>• Following CDC considerations</li>   <li>• Clean and disinfect shared items after each use.</li> <li>• Keep individual belongings separated from others and label the items with student names</li>   <li>• Create one way traffic patterns for hallways and stairways.</li> <li>• Separate students within common areas.</li>   <li>• Bussing and Van transportation to be determined by the local school districts.</li> <li>• Students who are dropped off by their parents and will follow a staggered drop off schedule.</li>   <li>• Limit the number of students within the classroom to ensure 6 feet of social distancing, when necessary.</li> <li>• Limit the number and proximity and time of student groups.</li>   <li>• N/A</li>   <li>• Social Distancing monitored at all times</li> </ul>



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>	<ul style="list-style-type: none"> <li>All students and staff will be checked upon arrival for symptoms of Covid-19 by taking of their temperature.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<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>	<ul style="list-style-type: none"> <li>• All staff and students will be reminded to report exposure of COVID 19 to the administration prior to admittance to school building.</li> <li>• Parents will inform the school if their child is ill or has been exposed to COVID-19.</li> <li>• One classroom not used by students or staff will be designated as an isolation room for anyone showing signs of COVID-19 symptoms.</li> <li>• Parent will be notified to transport student to doctor or home.</li> <li>• Cleaning and disinfecting of isolated classroom will be conducted immediately following the release of the quarantined student.</li> <li>• Cambria County Health Officials will be notified regarding exposure to the students and families of the possible infected student.</li> <li>• Staff and families will be notified immediately if anyone has been exposed to COVID-19.</li> <li>• Diocesan Sick leave policy will be implemented for staff members.</li>   <li>• Refer to DOH guidelines for isolation, quarantine, and return to work procedures.</li>   <li>• Families, Staff, and the public will be notified by the school messenger system, school web site, local radio and tv stations of any changes to the school year and changes in the safety protocols.</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <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><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic deployment of staff</b></li> </ul>	<ul style="list-style-type: none"> <li>• Students who are in the high risk category will do on-line learning during the phase.</li> <li>• Staff who are in the high risk category will do their teaching on line from their home.</li> <li>• Staff will wear face coverings when necessary in accordance with CDC guidelines.</li> <li>• Face masks will be optional when the students in grade 5-8 change classes.</li> <li>• Face Masks will be optional for all students as they enter and exit the school building.</li> <li>• Consultation with student and parent will take place to resolve any issues.</li> <li>• Consideration will be given to move Special Area Teachers (Music, PE, Spanish, Computers) to the regular classroom to assist lowering student numbers for grade levels when needed.</li> <li>• Staff members will monitor student travel to keep social distancing.</li> </ul>

## Health and Safety Plan Governing Body Affirmation Statement

The Pastor for **Saint Benedict Catholic School** reviewed and approved the Phased School Reopening Health and Safety Plan on **January 31, 2024**

Affirmed on: **January 31, 2024**

By:

Father Michael Gabler  
*(Signature\* of Pastor)*

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Father Michael Gabler  
*(Print Name of Pastor)*

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\*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.