



Montessori Regional Charter School Phased School Reopening Health and Safety Plan Template

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: (Montessori Regional Charter School)

Over the past several months, MRCS has been preparing for the new school at a time when each day brings new information about the virus, its transmission, how it affects different age groups and how to mitigate spreading the disease. ***Our number one priority is to protect the health, safety and wellbeing of our students, teachers, other school staff, their families, and our communities.*** While we all want our students to return as soon as possible, we want to make sure that returning is safe for everyone. In deciding how to open school this year, we have consulted with and followed the guidance and directives of:

- Center for Disease Control and Prevention (CDC)
- Pennsylvania Department of Education (PDE)
- State Department of Health (DOH)
- State of Pennsylvania Governor's office
- Erie County Department of Health
- County and Municipal Health Department (CMHD)
- Our Chartering Districts – Erie School District and Millcreek School District

Most importantly, we monitor the Department of Health [Covid-19 Data for Pennsylvania](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Cases.aspx) <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Cases.aspx> daily to determine the spread of the virus in our own community.

As per the Pennsylvania Department of Education Guidelines:

In response to school leaders' need for additional guidance as to the risk of COVID-19 transmission in their communities, the Departments of Health and Education are providing recommendations to Pre-K to 12 schools for use when making decisions related to the instructional models used during the second semester of the 2020-21 school year. (For the purposes of this guidance, the beginning of the second semester is defined as the second half of the school year or no later than January 25, 2021.

Level of Community Transmission in the County	Incidence Rate per 100,000 Residents (Most Recent 7 Days)	AND/OR	PCR Percent Positivity (Most Recent 7 Days)	Recommended Instructional Models*
Low	<10	AND	<5%	Full in-person Model OR Blended Learning Model
Moderate	10 to <100	OR	5% to <10%	Blended Learning Model OR Full Remote Learning Model
Substantial	≥100	OR	≥10%	Blended Learning Model for Elementary Only OR Full Remote Learning Model

Blended Learning Model for Elementary Only: Any model in which the number of students in a school building is reduced to allow for social distancing of 6 feet for elementary students, while secondary school students (middle, junior and senior high school) engage in all learning remotely. This may be accomplished in many ways, including split schedules, schedules that rotate by day or week, the use of additional facilities, providing instruction only to targeted grade levels in a school or similar approaches. (For example, a school entity could utilize secondary school building classrooms to provide additional space to instruct elementary students.)

It is important to note the MRCS Health and Safety Plan is a fluid document and will evolve as further information becomes available.

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).
- 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).

The anticipated launch date for in-person learning (i.e.,the start of blended, scaffolded, or total reopening): **January 25, 2021**

January/February 2021 Phase-In Schedule

<p>Students returning the Week of January 25</p>	<p>Kindergarten</p> <p>(Monday/Tuesday) or (Wednesday/Thursday) – Friday: Full Remote</p> <p><i>Grades 1-6 remain in Full Remote Learning</i></p>
<p>Students returning the Week of February 1</p>	<p>Kindergarten</p> <p>Grade 1 and Grade 2</p> <p>(Monday/Tuesday) or (Wednesday/Thursday) – Friday: Full Remote</p> <p><i>Grades 3 – 6 remain in Full Remote Learning</i></p>
<p>Students Returning Week of February 8</p>	<p>Kindergarten</p> <p>Grade 1 and Grade 2</p> <p>Grade 3 and Grade 4</p> <p>Grade 5 and Grade 6</p> <p>(Monday/Tuesday) or (Wednesday/Thursday) – Friday: Full Remote</p>

100% Hybrid Instruction Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten Group 1 = ½ students	Group 1 – On Campus	Group 1 – On Campus	Group 1 – Remote	Group 1 - Remote	Remote
Kindergarten Group 2 = ½ students	Group 2 - Remote	Group 2 - Remote	Group 2 - On Campus	Group 2- On Campus	Remote
1st Grade	On Campus	On Campus	Remote	Remote	Remote
2nd Grade	Remote	Remote	On Campus	On Campus	Remote
3rd Grade	On Campus	On Campus	Remote	Remote	Remote
4th Grade	Remote	Remote	On Campus	On Campus	Remote
5th Grade	On Campus	On Campus	Remote	Remote	Remote
6th Grade	Remote	Remote	On Campus	On Campus	Remote

100% Remote Instruction Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Remote Learning	Remote Learning	Remote Learning	Remote Learning	Remote Learning

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)
MRCS CEO	MRCS	Both (HSPD & PCRT)
MRCS COO	MRCS	Both (HSPD & PCRT)
MRCS Administrator	MRCS	Both (HSPD & PCRT)
MRCS Administrator	MRCS	Both (HSPD & PCRT)
MRCS Administrator	MRCS	Both (HSPD & PCRT)
MRCS Administrator	MRCS	Both (HSPD & PCRT)
MRCS Administrator	MRCS	Both (HSPD & PCRT)
MRCS Teacher	MRCS Academics	HSPD
MRCS Teacher	MRCS Academics	HSPD
MRCS Teacher	MRCS Academics	HSPD
MRCS Parent	MRCS Parent	HSPD
MRCS Parent	MRCS Parent	HSPD
MRCS Parent	MRCS Parent	HSPD

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 the 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:

Montessori Regional Charter School will ensure that the campus is cleaned and ready to safely welcome Staff and students by:

Trained maintenance personnel will follow a cleaning and disinfecting ***daily protocol checklist*** following CDC guidelines every two hours that address each part of the school campus including foyers and entrances, classrooms, bathrooms, common areas such as stairwells and hallways, large common rooms such as staff room and cafeterias, and bus transportation.

Hand Sanitizers have been placed in each classroom, common areas, hallways, stairwells and foyers.

Every night a deep cleaning, sanitizing and disinfecting will be completed by a contracted cleaning company and will use supplies meeting OSHA requirements and the EPA registered ***List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)***

The building and maintenance staff will attend in-depth training in cleaning and sanitizing before the beginning of the school year and updated monthly as the science and knowledge of the virus evolves. Academic staff will be trained on the cleaning of classroom surfaces and materials. Students (at age-appropriate levels) will be trained on where to place items/materials that have been used (touched) to ensure they are cleaned before put back onto shelves.

Documentation logs will be maintained on daily cleaning regiments, products used, personnel trained.

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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>All cleaning and maintenance staff will follow cleaning protocols including:</p> <ul style="list-style-type: none"> • Hand sanitizer will be available in every classroom and in high traffic areas • Cleaning all common area surfaces every 2 hours (door handles, handrails, switches, phones, bathrooms) • Nightly disinfection of entire building using EPA approved disinfectants • Daily documentation and sign off of cleaning/sanitizing checklists • Students will use a water bottles at the water bottle filler stations - drinking fountains will be turned off • Hallways will be labeled with one-way directional signs 		Building and Grounds	<p>*Approved EPA - List N disinfectants</p> <p>*PPE - gloves, masks, shields</p>	Y
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> • Outside air louvers will be opened to maximize as much outside air as possible and increase ventilation to increase cfm. • Bipolar ionizers will be installed in each classroom prior to students returning to school to reduce pathogens, allergens and particles in air. • Bipolar ionizers will be installed in each common area; gym, offices and foyer to reduce pathogens, allergens and particles in air. 		Building and Grounds	Bipolar ionization process	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:

Classrooms have been measured to determine 6 feet social distancing to the maximum extent feasible and appropriate.

Areas for each student and desks will face the same direction. Students will remain in their cohort all day. Designate and assign individual student seating in each room - assigned seating is critical for contact tracing. When possible, Specials' teachers (art, music, latin, healthy living) will teach virtually. All classes will have scheduled time in covered outdoor classroom spaces to the maximum use possible (weather permitting) utilizing social distancing protocols. Students will receive a grab and go breakfast to eat in their classroom. Lunch will be held in the cafeteria with students at assigned seats, socially distanced and facing the same direction.

As per PA Department of Health - Executive Order Requiring Universal Face Coverings: Students and staff will be required to wear face coverings at all times while in school, even when six feet of social distancing can be achieved. There are limited exceptions.

Teach and reinforce good hygiene habits on a regular schedule - students and staff will be expected to wash/sanitize their hands when entering the building, before eating, after using the restroom, and various other times throughout the day.

Signs have been posted on exterior windows at the foyer, in all common areas, all bathrooms, classrooms and lunchroom, dictating safe and healthy practices (social distancing, handwashing,masking,safe coughing and sneezing practices) to prevent the spread of disease.

MRCS will not participate in any extracurricular sporting activities Recess will be held outside with social distancing activities with students staying in their designated cohorts. Physical Education will be held outside to the maximum extent possible and activities will be done while social distancing with no sharing of equipment. Equipment will be cleaned between class/cohort usage.

Students will only use their own individual water bottles. Students will receive individual supply cases with commonly used items (pencils, erasers, scissors, colored pencils, crayons, rulers) and will not share. Students will be given commonly used manipulatives and materials in individual containers which will not be shared.

Student computers will be collected by staff each day, cleaned with disinfectant and placed in a charging unit. Staff will use gloves in the morning to retrieve computers and place on desks. Any material or manipulative that is handled by a student will be placed in a marked bin and disinfected at the end of each day and placed back on shelves.

Morning and afternoon carpools will be separated by grade and students will be greeted at the car in the am by staff members who will take their temperature and place them in a socially distanced line to enter the building. They will follow designated one way routes throughout the building until they arrive at their classroom. In the afternoon, students will wait in their classroom until their name is announced to proceed to carpool following established one way routes to the foyer and will be escorted to their car. Hallways and stairwells will have clearly marked one way traffic patterns in order to keep student interactions to a minimum. Staff will monitor hallway and communal spaces for proper social distancing.

Students will remain in their assigned classroom with their cohort - teachers will move from classroom to classroom. Childcare will be provided am only on a limited basis. The Administrative Manager is coordinating with local childcare facilities to arrange for at school pickup/dropoff if possible.

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Classrooms have been measured to determine 6 feet social distancing areas to the maximum extent feasible and appropriate. Desks will face the same direction Utilization of outdoor classroom spaces to the maximum extent possible		Student Services Curriculum Director Administration	Social Distancing Markers Classroom Schedules	Y
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Common area use will be restricted. A rotating schedule for students will be developed for cafeteria use. Students will have assigned seats and be socially distanced (6 feet to the maximum extent feasible and appropriate) when eating, all students will face one direction Weather permitting, staff may take students outside for lunch.		Food Service Coordinator Building and Grounds	Additional seating for a minimum 6 feet social distancing Assigned seating for all students in large group areas	Y

	<p>Seating will be cleaned and sanitized after each lunch period.</p> <p>Breakfast will be served in a grab-and-go style fashion with students eating breakfast in their classroom.</p>		<p>Face shields for food service staff</p> <p>Additional part time food services staff may be needed</p>	
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students and staff will be shown proper handwashing techniques, and how to use face coverings properly. A video will be created for staff to share with students throughout the year.</p> <p>Teach and reinforce good hygiene habits on a regular schedule - students and staff will be expected to wash/sanitize their hands when entering the building, before eating, after using the restroom, and various other times throughout the day.</p> <p>Hand sanitizer dispensers in every classroom and frequently traveled areas.</p> <p>Multiple hand-washing breaks will be built into the daily schedule for each class.</p>	<p>Pandemic Coordinator</p> <p>School Nurse</p> <p>MRCS Staff</p>	<p>Incorporation of hygiene lessons in daily classroom routine</p>	<p>Y</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Best Practices for hygiene posters will be placed in each classroom, bathroom, foyer, common area and lunchroom.</p> <p>Coronavirus symptom checklists will be provided to each teacher, family, and posted on the website.</p> <p>Posters will be sent home through our ParentSquare Portal and posted on the MRCS website.</p>	<p>Administrative Manager</p>	<p>Posters that include information about Handwashing, Social Distancing, Hand Sanitizer will be placed throughout the buildings.</p>	<p>Y</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Non-essential visitors will be restricted entrance to the building, only staff, students and essential service workers will be provided access to the building.</p> <p>Deliveries will be placed outside under the awning.</p> <p>All conferences with families will be held virtually to the maximum extent possible.</p>	<p>Pandemic Coordinator</p> <p>Human Resources</p> <p>Administrative Manager</p>	<p>Updated visitor policy/notifications will be distributed to families through the Parentsquare portal and be posted on the school's website.</p>	<p>Y</p>

	<p>Parents will be required to call the front desk from the exterior of the building - students will be brought to the foyer for release to the parent. Parents will sign their child in and out of the building.</p> <p>Any person who enters the building will be required to sign into the office and follow all CDC guidelines and school policies.</p>			
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>MRCS will not participate in any extracurricular sporting activities.</p> <p>Recess will be held outside with social distancing activities with students remaining in their designated cohorts. Teachers and Teaching Assistants will actively monitor students for social distancing.</p> <p>Teachers will be encouraged to take their students outside for instruction and non-instructional time as weather permits.</p> <p>Physical Education will be held outside to the maximum extent possible.</p> <p>Physical Education activities will be done while social distancing with no sharing of equipment. Equipment will be cleaned between class/cohort usage.</p> <p>Students will only use their own individual water bottles.</p>	Curriculum Director	Physical education will use outside grounds to the maximum extent possible	Y
<p>Limiting the sharing of materials among students</p>	<p>Students will not share materials or supplies.</p> <p>Students will be assigned bins where their classroom materials and supplies will be kept.</p> <p>Selected Montessori materials will be created and made for each student and be kept in their assigned student bin.</p>	Curriculum Director Student Services MRCS Staff	Laminated Montessori Materials Students Chromebooks Document Cameras in the Classrooms	Y

	<p>Students will each be assigned a Chromebook for classroom use and at home use that will be used exclusively by the student and charged and cleaned daily by administrative staff.</p> <p>Students will not be asked to bring any materials or work home.</p> <p>When possible, Specials such as Art, Music, Latin, and Healthy Living will travel to the classroom or do a virtual lesson and students will utilize their individual supplies.</p>		<p>Individualized materials bins</p> <p>Individualized supply bins</p>	
Staggering the use of communal spaces and hallways	<p>Hallways and stairwells will have clearly marked one way traffic patterns in order to keep student interactions to a minimum.</p> <p>Staff will monitor hallway and communal spaces for proper social distancing.</p> <p>Students will remain in their assigned classroom with their cohort - teachers will move from classroom to classroom.</p>	<p>Building and Grounds</p> <p>MRCS Staff</p> <p>Administration</p>	<p>Signage posted throughout the hallways, bathrooms, and stairwells.</p>	Y
Adjusting transportation schedules and practices to create social distance between students	<p>Students will be required to wear face coverings at all times while riding the bus.</p> <p>To the extent possible, buses will be loaded from the back to the front, and unloaded from the front to the back. Students will be seated with family members where possible.</p> <p>Students will have assigned seats on the bus.</p> <p>Families will be encouraged to use carpool when possible.</p> <p>There will be two carpool lanes to keep the flow of traffic moving in the morning and afternoon.</p>	<p>Administrative Manager</p>	<p>Assigned Seating Charts</p> <p>Signage advocated safe practices</p> <p>Available mask</p>	Y
Limiting the number of individuals in classrooms and	<p>Classrooms are configured to provide 6 foot distancing to the maximum extent feasible and appropriate for each student.</p>	<p>Pandemic Coordinator</p> <p>Student Services</p>	<p>Assigned Seating Charts</p>	Y

<p>other learning spaces, and interactions between groups of students</p>	<p>Students will have assigned seats and remain with their cohort throughout the day.</p> <p>Communal spaces will be limited in use.</p> <p>No large group gatherings.</p> <p>Scheduled bathroom breaks, scheduled water bottle filling breaks and handwashing breaks.</p> <p>Clear traffic patterns will be established.</p> <p>Students will not be traveling off campus for field trips.</p>	<p>Curriculum Director</p>	<p>Designated Teacher/Student work Spaces</p>	
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Only am childcare will be provided on a limited basis.</p> <p>The Administrative Manager is coordinating with local childcare facilities to arrange for at school pick up and drop off if possible.</p>	<p>Administrative Manager</p>		<p>N</p>
<p>Other social distancing and safety practices</p>	<p>Incorporate CDC and DOH guidelines to the maximum extent possible and continue to modify as recommendations evolve.</p>	<p>Pandemic Coordinator</p>		<p>N</p>

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 or 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:

Families and Staff will be provided with Covid-19 symptom checklists as per the CDC guidelines and will be required to monitor at home. Any staff member or student with an elevated temperature should stay at home. Staff will have their temperature taken as they arrive each day. Staff members will take the temperature of each student as they arrive at school, whether on a bus or through a carpool line. Any student arriving at school in the carpool line with any adverse health symptoms related to Covid-19 (fever, dry cough, loss of taste or smell, shortness of breath) will not be allowed to enter the building. Students who arrive on a bus with symptoms will be brought to the quarantine room and their parents/guardian will be contacted and asked to pick up the child.

Staff or students who believe they have COVID -19 should follow the most current CDC recommendations in conjunction with our school policy before returning to school. **All students or staff who are deemed a close contact of a probable or confirmed case will be required to quarantine for 14 days. Per current CDC recommendations, the 14 day quarantine is still the preferred option to maximally reduce the risk of post-quarantine transmission. The 7 and 10 day options put forth by the CDC to decrease the burden of quarantine on an individual, will not be applied at this time due to continued substantial spread within the community.**

[:/www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html)

Travel Guidance: Current Pennsylvania travel restrictions include; a negative COVID test within 72 hours prior to entering PA or a quarantine period of 10 days upon return to PA. **Here at MRCS, we are following the 14 day quarantine guidelines set forth by the CDC. In order for a student or staff member to return to school after a trip outside of the state, they will need to quarantine for 14 days upon their arrival in Pennsylvania.**

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>A COVID-19 symptoms checklist will be shared with families and staff - families will be asked to self check/screen students at home daily prior to arriving at school.</p> <p>Staff will be temperature screened as they enter the building daily.</p> <p>School staff will screen student temperatures as students arrive in the carpool and on the bus. Students who have a temperature 100.4 or higher will be sent home.</p> <p>Attendance personnel will monitor daily attendance rates and consult with the School Nurse and Administration to discuss absenteeism patterns and rates.</p> <p>Staff and students will be required to stay home if they have tested positive for COVID-19, have symptoms, or have been identified as a close contact with a person who has tested positive for COVID-19.</p> <p>Families and staff will be directed to inform the school if they have or plan to travel out of state. In conjunction with following CDC guidelines, MRCS will request that students who travel out of state self quarantine for 14 days prior to returning to school.</p> <p>Also in conjunction with following CDC guidelines, MRCS will require staff members to produce a negative COVID-19 test once they have re-entered the state prior to returning to work. Staff members must continue to monitor for symptoms.</p>		<p>Parents</p> <p>MRCS Staff</p> <p>School Nurse</p>	<p>Touchless Thermometers</p> <p>Symptoms Checklist</p> <p>Assigned Seating Charts</p> <p>Screening Tools</p> <p>Tracking/monitoring sheets</p>	Y

	<p>The nurse and attendance office will track students' history of exposure and Human Resources will track employees.</p> <p>COVID-19 Symptomatic K-12 Student or Staff Process Flow https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/COVID-19%20Symptomatic%20K-12%20Student%20or%20Staff%20Process%20Flow.pdf</p>			
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students or staff who present to the Nurse with symptoms of Covid -19 will be isolated in a quarantine room until they can be picked up or leave the building.</p> <p>Multiple isolation rooms have been established - a room that is separate from the nurses office. This room will be utilized for students until they can be picked up by their family. Rooms will be deep cleaned, sanitized and disinfected after use. Locations: 1st Floor East Wing - across the nurse's office. 1st Floor West Wing - room off the main office.</p> <p>Any space that was used by a potentially infected individual (student or staff) will be shut down for 24 hours and staff or students that have potential exposure (was within 6 feet for 15 minutes) or as determined by the Erie County Department of Health will be sent home and quarantined for 14 days.</p> <p>MRCS will work with Erie County Department of Health on Contact Tracing to determine potential contacts. Individuals will be notified by the Erie County Department of Health on next steps.</p> <p>After 24 hours the space will be deep clean, sanitized and disinfected.</p> <p>It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions.</p>	<p>Pandemic Coordinator</p> <p>School Nurse</p>		Y
<p>* Returning isolated or quarantined</p>	<p>Returning to school will be based on the most current recommendations of the CDC:</p>	<p>Pandemic Coordinator</p>		Y

<p>staff, students, or visitors to school</p>	<p>https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</p> <p>For students or staff with a probable or confirmed case of COVID, isolation may end:</p> <ul style="list-style-type: none"> • 10 days since symptoms first appeared and • 24 hours with no fever without the use of fever-reducing medications and • Other symptoms of COVID-19 are improving**<i>Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.</i> <p>If a student or staff member is tested positive for Covid-19, they will be required to inform the school immediately by contacting the Pandemic Coordinator.</p> <p>For students or staff who have been deemed a close contact of a case, quarantine may end:</p> <ul style="list-style-type: none"> • 14 days after their last known exposure to the probable or confirmed case • IF they remain symptom free and • Continue to adhere to all mitigation efforts <p>It is the joint responsibility of DOH or CMHD staff with the help of school based pandemic coordinators to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions.</p> <p>Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of Covid-19.</p> <p>https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx</p>	<p>Administration</p> <p>School Nurse</p>		
<p>Notifying staff, families, and the</p>	<p>Any and all changes will be posted on our school's website and sent to all MRCS staff and families through our Parentsquare targeted</p>	<p>Administrative Manager</p>	<p>Parentsquare Portal</p>	<p>Y</p>

<p>public of school closures and within-school-year changes in safety protocols</p>	<p>communication Portal which reaches 99% of our families through text and email. The 1% who are not linked to our direct ParentSquare platform will be contacted by telephone or letter.</p>		<p>MRCS Website Policies and Procedures Tracking System</p>	
<p>Other monitoring and screening practices</p>	<p>Families and staff will be directed to inform the school if they have or plan to travel out of state. In conjunction with following CDC guidelines, MRCS will request that students who travel out of state self quarantine for 14 days prior to returning to school.</p> <p>Also in conjunction with following CDC guidelines, MRCS will require staff members to produce a negative COVID-19 test once they have re-entered the state prior to returning to work. Staff members must continue to monitor for symptoms.</p>	<p>Pandemic Coordinator School Nurse</p>		

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- 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 support for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

Staff and students will be required to wear masks when they enter or exit the building, in common areas, and anytime they are unable to maintain a social distance of 6 feet to the maximum extent feasible and appropriate.

When on campus instruction is taking place, staff who are at high risk will be offered the option to lead remote instruction classrooms and will operate out of isolated rooms within the school. Non-instructional staff will be given the option of work from home when possible. Students who are at high risk will be encouraged to participate in remote learning.

MRCS utilizes certified teaching assistants as substitutes in the classroom when needed.

MRCS has the flexibility in certifications in staffing to ensure all students have access to quality learning opportunities.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>Teachers will be provided with PPE, facemasks, face shield, protective gowns and gloves.</p> <p>Students and staff will not participate in group seating, and remain in their assigned seats/areas throughout the day.</p> <p>Students will not share computers, supplies, or materials. Each student will have their own individual materials and supply bin, and assigned a dedicated Chromebook.</p> <p>Parent meetings (conferences, IEP meetings, evaluations) will be held virtually to the maximum extent possible. When this is not possible, meetings will take place in the school’s conference room in the West Wing. The number of participants may be limited in order to maintain 6 feet social distancing requirements. Attendees will be required to follow school policies while attending the meeting.</p> <p>Teachers will be notified of High Risk students and will be provided additional training on student needs.</p> <p>Students who are at high risk will be encouraged to participate in remote learning.</p>		<p>Pandemic Coordinator Administration School Nurse</p>	<p>PPE: Facemasks, Face Shields, Gloves</p>	<p>Y</p>

	MRCS utilizes certified teaching assistants as substitutes in the classroom when needed.			
* Use of face coverings (masks or face shields) by all staff	<p>Staff will be required to wear face coverings at all times while in school, even when 6 feet of social distancing can be achieved.</p> <p>Face shields and masks will be provided to the staff. If a face shield is worn, a face mask will also be required.</p> <p>PA Department of Health - Executive Order Requiring Universal Face Coverings (Students and Staff required to wear face masks)</p> <p>Schools may allow students to remove their face face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart. • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. • At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes. 	Administration Staff	PPE: Facemasks, Face Shields, Gloves	Y
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>Masking will be enforced by building level administration. The first time a warning and mask will be provided when a student is not in compliance. The second time will result in a parent collaboration. The third and other subsequent times will result in disciplinary action or transition to remote learning.</p> <p>Designate and assign individual student seating in each room - assigned seating is critical for contact tracing.</p> <p>PA Department of Health - Executive Order Requiring Universal Face Coverings (Students and Staff required to wear face masks)</p> <p>Schools may allow students to remove their face face coverings when students are:</p> <ul style="list-style-type: none"> • Eating or drinking when spaced at least 6 feet apart 	Administration Staff	PPE: Facemasks, Face Shields, Gloves	Y

	<ul style="list-style-type: none"> • When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task • At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes 			
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>Clear facemasks will be provided to staff when students need to see the mouth/lips of staff (speech therapy).</p> <p>Unique safety protocols for students with complex needs will be developed on an individual basis.</p>	Pandemic Coordinator		Y
Strategic deployment of staff	<p>Specials such as art or music will travel to the classroom or do a virtual lesson and students will utilize individual materials and not share any materials or supplies.</p> <p>MRCS has the flexibility in certifications in staffing to ensure all students have access to quality learning opportunities.</p>	Administration	Academic administration will work with staff to ensure all students have access to quality learning opportunities.	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
Contact Tracing Training	Select Pandemic Team Members	MRCS	Online/Virtual Training	John Hopkins Online	Summer 2020	Prior to the start of the 20-21 school year.
Guidelines for Mask Wearing	MRCS Staff	MRCS	Virtual	CDC Video Resource	Fall 2020	Ongoing
Online Learning Resources	Teachers/Teaching Assistants	MRCS	Virtual/In-Person Trainings	Google Classroom	August 26	Ongoing
Healthy Hygiene practices for students and staff	Staff and Students	MRCS	Virtual/In-Person Trainings	CDC Video Resource https://www.cdc.gov/handwashing/materials.html	August 26	Ongoing

Family Orientation to Online Classrooms	Students and Parents	MRCS	Virtual/In-Person Training	MRCS Orientation Video - MRCS User Accounts	August 31	September 8th 2020
Google Classroom	Teachers/Teaching Assistants	MRCS	Virtual/In-Person Training	Google Classrooms	August 26	Ongoing
Hapara Training	Teachers/Teaching Assistants	MRCS	Virtual/In-Person Training	Hapara Professional Development	August 26	Ongoing
Cleaning, Sanitizing, Disinfecting, and Ventilating Learning Spaces	Maintenance Staff	MRCS	Virtual/In-Person Training	CDC Video Resource	July 2020	Ongoing
Signs and Symptoms of COVID-19	All Staff	MRCS	Virtual/In-Person Training	https://www.cdc.gov/coronavirus/2019-nCoV/symptoms-testing/symptoms.html	August 2020	Ongoing
Exposure Protocols	All Staff	MRCS	Virtual/In-Person Training	CDC Video Resource	August 2020	Ongoing
Cleaning Protocols	All Staff	MRCS	Virtual/In-Person Training	CDC Video Resource	August 2020	Ongoing
Social Distancing	Students and Staff	MRCS	Virtual/In-Person Training	https://www.cdc.gov/coronavirus/2019-nCoV/communication/print-resources.html?Sort=Date%3A%3Adesc&Search=stop%20the%20spread%20of%20germs	August 2020	Ongoing
Staff Updates	All Staff	MRCS	Virtual/In-Person	Email, Video, ParentSquare	Ongoing	Ongoing
Family Updates	Parents/Guardians	MRCS	Virtual	Video/ParentSquare/Website	Ongoing	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
Health and Safety Plan	MRCS Community	CEO	ParentSquare/Website	August 18	Ongoing
Staff Survey	MRCS Staff	CEO	ParentSquare/Survey Monkey	July 17	Ongoing
Family Survey	MRCS Families	CEO	ParentSquare/Survey Monkey	July 23	Ongoing
Initial Family Presentation Video	MRCS Families	CEO	ParentSquare	July 30	Ongoing
Ongoing Discussion of Learning Pathways	MRCS Families	CEO	ParentSquare	August 18	Ongoing
Video Communications on Use of Technology	MRCS Families	CEO	In-person	August 29	September 4
MRCS Family Back to School Meetings	MRCS Families	CEO	Google Meet	September 2	September 2

Health and Safety Plan Summary: (Montessori Regional Charter School)

Anticipated Launch Date: (January 25, 2021)

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Trained maintenance personnel will follow a cleaning and disinfecting daily protocol checklist following CDC guidelines every two hours that address each part of the school campus including foyers and entrances, classrooms, bathrooms, common areas such as stairwells and hallways, large common rooms such as staff room and cafeterias, and bus transportation.</p> <p>Hand Sanitizers have been placed in each classroom, common areas, hallways, stairwells and foyers.</p> <p>Every night a deep cleaning, sanitizing and disinfecting will be completed by a contracted cleaning company and will use supplies meeting OSHA requirements and the EPA registered List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)</p> <p>The building and maintenance staff will attend in-depth training in cleaning and sanitizing before the beginning of the school year and updated monthly as the science and knowledge of the virus evolves. Academic staff will be trained on the cleaning of classroom surfaces and materials. Students (at age-appropriate levels) will be trained on where to place</p>

	<p>items/materials that have been used (touched) to ensure they are cleaned before put back onto shelves.</p> <p>Documentation logs will be maintained on daily cleaning regiments, products used, personnel trained</p>
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Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Classrooms have been measured to ensure 6 feet of social distancing to the maximum extent feasible and appropriate. Student and desks will face the same way.</p> <p>Students will remain in their cohort all day.</p> <p>Designate and assign individual student seating in each room - assigned seating is critical for contract tracing.</p> <p>When possible, Specials' teachers (art, music, latin, healthy living) will rotate into classrooms or teach virtually.</p> <p>All classes will have scheduled time in one of 2 covered outdoor classroom spaces to the maximum use possible (weather permitting) utilizing social distancing protocols.</p> <p>Students will receive a grab and go breakfast to eat in their classroom. Lunch will be held in the cafeteria area with students at assigned seats, socially distanced and facing the same way. PA Department of Health - Executive Order Requiring Universal Face Coverings - Students and staff are required to wear face coverings at all times while in school, even when six feet of social distancing can be achieved. Limited exceptions include: eating or drinking when spaced at least 6 feet apart, when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task, and at least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.</p>

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

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

Teach and reinforce good hygiene habits on a regular schedule - students and staff will be expected to wash/sanitize their hands when entering the building, before eating, after using the restroom, and various other times throughout the day.

Signs have been posted on exterior windows at the foyer, in all common areas, all bathrooms, classrooms and lunchroom, dictating safe and healthy practices (social distancing, handwashing,masking,safe coughing and sneezing practices) to prevent the spread of disease.

MRCS will not participate in any extracurricular sporting activities. Recess will be held outside with social distancing activities with students staying in their designated cohorts.

Physical Education will be held outside to the maximum extent possible and activities will be done while social distancing with no sharing of equipment. Equipment will be cleaned between class/cohort usage.

Students will only use their own individual water bottles.

Students will receive individual supply cases with commonly used items (pencils, erasers, scissors, colored pencils, crayons, rulers) and will not share.

Students will be given commonly used manipulatives and materials in individual containers which will not be shared.

Student computers will be collected by staff each day, cleaned with disinfectant and placed in a charging unit. Staff will use gloves in the morning to retrieve computers and place on desks.

Any material or manipulative that is handled by a student will be placed in a marked bin and disinfected at the end of each day and placed back on shelves.

Morning and afternoon carpools will be separated by grade and students will be greeted at the car in the am by staff members who will take their temperature and place them in a socially distanced line to enter the building. They will follow designated one way routes throughout the building until they arrive at their classroom. In

	<p>the afternoon, students will wait in their classroom until their name is announced to proceed to carpool following established one way routes to the foyer and will be escorted to their car.</p> <p>Hallways and stairwells will have clearly marked one way traffic patterns in order to keep student interactions to a minimum. Staff will monitor hallway and communal spaces for proper social distancing. Students will remain in their assigned classroom with their cohort - teachers will move from classroom to classroom.</p> <p>Childcare will be provided am only on a limited basis. The Administrative Manager is coordinating with local childcare facilities to arrange for at school pickup/dropoff if possible.</p>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Families and Staff will be provided with Covid-19 symptom checklists as per the CDC guidelines and will be required to monitor at home. Any staff member or student with an elevated temperature should stay at home. Staff will have their temperature taken as they arrive each day. Staff members will take the temperature of each student as they arrive at school, whether on a bus or through a carpool line. Any student arriving at school in the carpool line with any adverse health symptoms related to Covid-19 (fever, dry cough, loss of taste or smell, shortness of breath) will not be allowed to enter the building. Students who arrive on a bus with symptoms will be brought to the quarantine room and their parents/guardian will be contacted and asked to pick up the child. Staff or students who believe they have Covid -19 should follow the most current CDC recommendations before returning to school</p> <p>:www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</p>

Families will be notified through the MRCS ParentSquare application of any school updates. Regular updates will also be posted on the MRCS website.

Student and Staff Screening for COVID

Screening prior to arrival at school for students and staff:

Parental screening - Parents will be encouraged to screen their child prior to them arriving at school. If the child has any of the following symptoms, have been exposed to a positive COVID case or have tested positive themselves; they will be instructed not to come to school until evaluated by a healthcare professional.

At home symptom screening includes any of the following:

- Temperature 100.4 or greater
- Sore throat
- Cough
- Difficulty breathing
- Nausea, vomiting, or diarrhea
- Muscle aches
- New severe headache, especially with a fever
- Loss of taste or smell
- Exposure to a known positive COVID case or a possible COVID case awaiting test results

Symptomatic student or staff member at school:

If a child asks to go to the nurse or if a teacher is concerned about an ill child while at school:

- The teacher/staff member sending the student, should notify the nurse via walkie talkie prior to their arrival. This will ensure the nurse is prepared for them, and can direct them to either report to the main nurse's office or to an isolation room.
- Ensure the student is wearing a mask
- A masked adult will take the student to the nurses office, maintaining a 6 foot distance to the maximum extent feasible and appropriate to limit the student touching surfaces along the way (ie. door handles)
- The student will then undergo the following COVID screening to determine the next step.

If a teacher or staff member becomes ill at school, they should also follow the above protocol, including maintaining social distancing, wearing a mask, and having minimal contact with surfaces on their way to the nurses office. The teacher or staff member should also contact the nurse prior to arrival via the walkie talkie.

COVID screening for symptomatic student or staff member:

Students or staff with 2 of the following symptoms:

- Fever (measured or subjective)
- Chills/Rigors
- Muscle aches
- Headache
- Sore throat
- Nausea, vomiting, or diarrhea

OR

Students or staff with 1 of the following symptoms:

- New cough
- Shortness of breath/difficulty breathing
- New loss of taste or smell

OR

Students or staff with at least 1 symptom and answer YES to the following question:

- Is there someone in your household who is currently in quarantine or currently COVID positive?

Students and staff who screen positive, will immediately be isolated and sent home as soon as possible. During isolation prior to leaving school, students/staff will be required to wear a surgical mask.

If a student or staff member screens negative, they should be cared for per routine. Fever alone has been grouped with lower risk symptoms and is a symptom of multiple infections and conditions.

Readmittance to school after positive screening

For both students and staff

Symptomatic and positive COVID test:

Must be excluded for at least 10 days since symptoms appeared, AND 24 hours fever free without the use of medication, AND symptoms improved.

Asymptomatic and positive COVID test:

Must be excluded for 10 days from the test date AND if symptoms develop, refer to above instructions for symptomatic positive people.

Symptomatic, but not tested:

Will be treated the same as a symptomatic person with a positive COVID test; However, they may return sooner if their physician establishes an alternate diagnosis and presents a note signed by them. COVID testing for those students or staff with COVID symptoms is highly recommended.

Symptomatic and negative COVID test:

Must be excluded until 24 hours fever free without the use of medications AND symptoms improved.

What to do after a student or staff member are taken to isolation/possible COVID

1. Clean and disinfect:
 1. Close off the classroom, and wait 24 hours before cleaning if possible, This will allow more time for the virus to die off.
 2. Make sure to focus on high touch items, i.e. door handles, students' desk, etc.
 3. Open outdoor windows to increase ventilation if possible.
2. Identify close contacts:
 1. Take note of any person who was within 6 feet of the student or staff member for a total of 15 minutes or more over a 24-hour period
3. Plan for the student to use virtual learning, if able, as well as for any student close contacts
4. Notify administration, and local DOH if becomes positive COVID case

Isolation procedure

If student or staff member screen positive the following procedure must take place

1. Don PPE - gloves, gown, face shield, mask - preferably N95, surgical mask if N95 unavailable

	<ol style="list-style-type: none"> 2. Isolate - Limit the number of people in the health office and isolation room, keep the door closed, and if there is more than one person in the isolation room make sure everyone is masked and 6 feet apart 3. Talk to the student/staff member - Ask when symptoms started, who they came in contact with, etc. 4. Call parent/guardian for student - Note: if the child has any emergency warning signs (trouble breathing, bluish lips or face, get emergency medical care first and then call parent/guardian. If non emergency - call parent/guardian, explain the student has possible covid symptoms, needs picked up from school and should follow up with personal dr. <p>No public transportation should be used. If a staff member is unable to drive themselves home, notify emergency contact. Also recommend contacting pcp for possible COVID testing.</p> <ol style="list-style-type: none"> 5. Clean and disinfect isolation room after student/staff member is sent home. If possible, wait 24 hours, if not possible, those cleaning the room should wear full PPE. If possible open outside doors and windows. 6. Talk to administration and teachers - identify close contacts to notify those who should quarantine, support contact tracing through local DOH
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Staff and students will be required to wear masks at all times.</p> <p>When on campus instruction is taking place, staff who are at high risk will be offered the option to lead remote instruction classrooms and will operate out of isolated rooms within the school. Non-instructional staff will be given the option of work from home when possible.</p>

<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Students who are at high risk will be encouraged to participate in remote learning.</p> <p>MRCS utilizes certified teaching assistants as substitutes in the classroom when needed.</p> <p>MRCS has the flexibility in certifications in staffing to ensure all students have access to quality learning opportunities.</p>
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Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Montessori Regional Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(February 18, 2021)**.

The plan was approved by a vote of:

6 Yes

0 No

Affirmed on: **(February 18, 2021)**

By:



(Signature of Board President)*

Craig H. Palmer

(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.

Revised February 18, 2021

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.



COVID-19 Symptomatic K-12 Student or Staff Process Flow

To be referenced with the [Public Health Guidance for School Communities During COVID-19](#)

Student or staff present with symptoms*

Symptoms **are** consistent with COVID-19
(see *Example Symptom Screening Tool*)

Isolate from non-symptomatic students/staff – separate room or separate space in nurse’s office

Send home with referral to healthcare provider

Evaluation by healthcare provider/Investigation and notification by Public Health**

Positive COVID-19 test (case) or person is a close contact to person with COVID-19 – isolate case for 10 days/quarantine contact for 14 days

PA Dept. of Health (DOH)/County-Municipal Health Departments (CMHD) staff contacts individual or parent/ guardian and school entity to provide guidance and recommendations, including isolation for the case and quarantine for close contacts

Return to school***

Symptoms **are not** consistent with COVID-19

Assess using normal school policies

Return to school

* Notifying DOH or CMHD staff is **not necessary** for symptomatic students, staff, and faculty as other non-COVID-19 illnesses may present with similar symptoms. School nurses should contact DOH CMHD staff for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.

** 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 student or staff diagnosed with COVID-19 to return to school. Follow public health isolation guidance.



Level of Community Transmission in the County	Number of Cases of COVID-19 Within a Rolling 14-Day Period:	Number of Cases of COVID-19 Within a Rolling 14-Day Period:	Number of Cases of COVID-19 Within a Rolling 14-Day Period:
	1-3 students or staff	4-6 students/staff in same school building	7+ students/staff in same school building
Low	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 3-5 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct close contacts to quarantine
Moderate	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 3-7 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct close contacts to quarantine
Substantial†	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Close school(s) for 3-7 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Close school(s) for 14 days* Clean entire school Public health staff will direct close contacts to quarantine