



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: Achievement House Cyber Charter School (AHCCS)

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? **As a cyber school, students learn remotely. Depending on the color phase of school's location, AHCCS may continue to have staff work completely remotely or begin allowing staff the option to work in the office on a rotational basis to minimize the number of staff in the building on any given day.**
- How did you engage stakeholders in the type of re-opening your school entity selected? **Prior to closing school on March 16, on March 10, 2020 AHCCS had already implemented a rotational plan where staff were assigned one day during the week to go into the office.**
- How will you communicate your plan to your local community? **A statement will be placed on AHCCS's website regarding visitors to the school. Most visitations are scheduled in advance. Health and safety precautions will be maintained (such as wearing of masks, social distancing, etc.). Cleaning, sanitizing, disinfecting, etc. will be handled during the day and after staff have left every day. Since our school office is located in a public building, the building's management company has signs posted on entrance doors stating no-one is to enter the building who has: 1-close contact with someone or someone suspected with COVID-19 within the past 14 days, 2-if the individual has shown signs of COVID-19 within the past 14 days or 3-has traveled in areas with 2, 3, 4 designations within the past 14 days.**
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations? **Being a cyber school, AHCCS's operational model is flexible to meet whatever steps are required as initiated by the state. Should the state return to yellow or red phase, since the school's learning model for students is always remote there is no change. For staff we will check state and local health department notices daily about transmission in the area and adjust operations accordingly. Since we will start slowly allowing staff work in the office on a rotational basis, in the event a person diagnosed with COVID-19 is determined to have been in the building, we will confidentially notify staff who were in on that same day and ask them to not return for 2 weeks.**

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? As a cyber school, where learning is handled completely remotely, the fourth box is the only one that applies.

- 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):

As a cyber school, there is no in-person learning. Remote learning will start the first day of school.

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)
Bob Worn	School office location	Coordinator – Plan and Response Team
Sherri Gilligan	School office location	Member – Plan and Response Team
Candice Mayo	School office location	Member – Plan and Response Team
Joanne Mendenhall	School office location	Member – Plan 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? **We will have a dedicated “daily cleaner” to intensify our cleaning routine by cleaning, sanitizing, and disinfecting frequently touched surfaces multiple times per day. We will also hire a cleaning crew to come in every work night after hours to clean and disinfect the office until we feel there is no longer a need to do so.**
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)? **A significant amount of supplies has already been ordered and are at our facility.**
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? **Daily. Ventilation is monitored by the building’s management company.**
- What protocols will you put in place to clean and disinfect throughout an individual school day? **Our one floor facility is easy to keep clean and we will have a dedicated “daily cleaner” as mentioned above.**
- 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? **Although a dedicated daily cleaner is identified, all staff will be trained on basic cleaning, sanitizing, disinfecting protocols for their personal workstation or studio.**

Summary of Responses to Key Questions: (INSERT TEXT)

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)	As a cyber school, students learn remotely and there is no need for bus transportation. For staff under the Yellow Phase, the school will most likely operate strictly remotely excluding essential staff. We will have a dedicated “daily cleaner” to intensify our cleaning routine by cleaning, sanitizing, and disinfecting frequently touched surfaces multiple times per day. We will also hire a cleaning crew to come in every work night after hours to clean and disinfect the office again. We will ensure the safe and correct application of disinfectants. We will ensure that ventilation systems operate properly.	As a cyber school, students learn remotely and there is no need for bus transportation. For staff under the Green Phase, the school will most likely operate with an optional one-day rotation for staff to enter the building. We will have a dedicated “daily cleaner” to intensify our cleaning routine by cleaning, sanitizing, and disinfecting frequently touched surfaces multiple times per day. We will also hire a cleaning crew to come in every work night after hours to clean and disinfect the office until we feel there is no longer a need to do so. We will ensure the safe and correct application of disinfectants. We will ensure that ventilation systems operate properly.	Bob Worn, Director of HR	Cleaning products, disinfectants, paper towels, masks, and “no touch” trash cans.	Y

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread? **As a cyber school this does not apply.**
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? **As a cyber school, students do not come indirect contact with staff.**
- What policies and procedures will govern use of other communal spaces within the school building? **Minimal in person group activities and meetings will be scheduled. Most meetings will be managed virtually. In person meetings will follow health and safety precautions including social distancing and wearing masks.**
- How will you utilize outdoor space to help meet social distancing needs? **AHCCS rarely uses outdoor space in its normal operational delivery. Should outdoor activities be used, normal health and safety precautions will be maintained.**

- What hygiene routines will be implemented throughout the school day? **Staff will be asked to follow general hand hygiene (washing hands and use hand sanitizer frequently) respiratory etiquette (cover coughs/sneezes into a tissue or elbow).**
- How will you adjust student transportation to meet social distancing requirements? **As a cyber school where AHCCS provides no student transportation, this does not apply.**
- What visitor and volunteer policies will you implement to mitigate spread? **We will restrict nonessential visitors and volunteers. All visitations need to be scheduled in advance with notices posted on our website and in the lobby to this effect. During visitations masks will be required where social distancing is not possible. When possible, meetings will be held in the training or board room where social distancing may be available. Should a visitor walk-into the lobby unannounced, our receptionist will ask them the reason for the visitation and confer with the staff member the visitor wishes to see or an administrator and decide to continue with the visitation or reschedule to another time. All staff will be advised of this visitation policy.**
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? **No, for ease of general daily operations, set health and safety procedures will apply to all 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? **When staff are allowed to return to the office, all staff will be trained on social distancing and other safety protocols. Training will include that all stakeholders work and help each other to maintain health and safety precautions.**

Summary of Responses to Key Questions: (INSERT TEXT)

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>* 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>As a cyber school, students learn remotely and there is no need for classroom distancing. Under the Yellow Phase the school will <u>most likely operate strictly remotely</u>, excluding essential staff. Should we consider an optional one-day rotation for staff to enter the building. For example: We have virtual studio classrooms that one person occupies at a time when teaching. For the rest of our workspace, staff could be on a rotational schedule to telework 4 days per week and only come into the office 1 day per week if they are comfortable with that. It will be scheduled so that each row/ cubicle area will only have 1 person per area, maintaining 6 feet of separation. We will encourage social distancing through increased spacing and only hold small group meetings. We will train all employees on health and safety protocols and continue to adhere to PDE guidance.</p>	<p>As a cyber school, students learn remotely and there is no need for classroom distancing. Under the Green Phase the school will <u>most likely operate with an optional one-day rotation for staff to enter the building</u>. For example: We have virtual studio classrooms that one person occupies at a time when teaching. For the rest of our workspace, staff could be on a rotational schedule to telework 4 days per week and only come into the office 1 day per week if they are comfortable with that. It will be scheduled so that each row/ cubicle area will only have 1 person per area, maintaining 6 feet of separation. We will encourage social distancing through increased spacing and only hold small group meetings. We will train all employees on health and safety protocols and continue to adhere to PDE guidance. Should social distancing allow for staff to come in for more than one day, a schedule will be developed.</p>	<p>Bob Worn, Director of HR</p>	<ol style="list-style-type: none"> 1. Floor plan with seat assignments. 2. Staff rotational schedule. 3. Health and Safety Protocols. 	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>We are a cyber school and do not have a cafeteria. For staff, we will advise them to adhere to social distancing while in the kitchen area and to get coffee or eat lunch at their desks.</p> <p>Staff will be responsible for supplying their own personal food service items such as utensils, plates, and cups. Staff will be responsible to wash their own food service items with dish soap and hot water immediately after use and dry items with their own hand towels.</p>	<p>Same as Yellow</p>	<p>Bob Worn, Director of HR</p>	<p>N/A</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>We will promote healthy hygiene practices and teach and reinforce washing hands and covering coughs and sneezes among staff, as well as the wearing of cloth face coverings, if feasible. We will remind staff not to touch their face and mouth and to wash their hands frequently. We will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. We will train all employees on health and safety protocols (virtually, when possible).</p>	<p>Same as Yellow</p>	<p>Bob Worn, Director of HR</p>	<p>Soap, hand sanitizer with at least 60% alcohol, hand sanitizing wipes, paper towels, tissues, masks, and “no touch” trash cans.</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	We will post signs in our lobby, restrooms, and throughout our office on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.	Same as Yellow.	Bob Worn, Director of HR	Signs	N
* Identifying and restricting non-essential visitors and volunteers	We will restrict all visitors during this phase.	<p>We will restrict nonessential and volunteers.</p> <p>All visitations need to be scheduled in advance with notices posted on our website and in the lobby to this effect. During visitations masks will be required where social distancing is not possible. When possible, meetings will be held in the training or board room where social distancing may be available. Should a visitor walk-into the lobby unannounced, our receptionist will ask them the reason for the visitation and confer with the staff member the visitor wishes to see or an administrator and decide to continue with the visitation or reschedule at another time. All staff will be advised of this visitation policy.</p>	Bob Worn, Director of HR and Candice Mayo, Receptionist.	None	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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	We are a cyber school and students learn remotely.	Same as Yellow.			N
Limiting the sharing of materials among students	We are a cyber school and students learn remotely.	Same as Yellow			N
Staggering the use of communal spaces and hallways	Staff will be required to wear masks when walking the hallways and using the restrooms.	Same as Yellow	Bob Worn, Director of HR		
Adjusting transportation schedules and practices to create social distance between students	We are a cyber school and students learn remotely so we do not provide transportation.	Same as Yellow			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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	We are a cyber school and students learn remotely. Although we do not anticipate scheduling face-to-face meetings in the Yellow Phase, the following steps apply. For staff, we have virtual studio classrooms that one person occupies at a time when teaching. For other group meetings, should the training room be available allowing for social distancing, that is permissible. Any room the has been used for a meeting must be thoroughly cleaned, sanitized, and disinfected afterwards.	We are a cyber school and students learn remotely. During the Green Phase, every meeting will be determined in advance to be either remote, face-to-face or a combination of both. For staff, we have virtual studio classrooms that one person occupies at a time when teaching. For other group meetings, should the training room be available allowing for social distancing, that is permissible. Any room the has been used for a meeting must be thoroughly cleaned, sanitized, and disinfected afterwards.	Bob Worn, Director of HR and Candace Mayo		N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	We are a cyber school and students learn remotely.	Same as Yellow.			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? **We are a cyber school and students learn remotely. For staff, we expect staff to self-monitor their own health. If staff feels sick, they are to stay home. If staff have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 staff are to self-quarantine and stay home. Since our school office is located in a public building, the building's management company has signs posted on entrance doors stating no-one is to enter the building who has: 1-close contact with someone or someone suspected with COVID-19 within the past 14 days, 2-if the individual has shown signs of COVID-19 within the past 14 days or 3-has traveled in areas with 2, 3, 4 designations within the past 14 days.**
- 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)? **We are a cyber school and students learn remotely. For staff, we expect staff to self-monitor their own health. If staff feels sick, they are to stay home.**
- 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? **The school will most likely operate with an optional one-day rotation for staff to enter the building. We will establish procedures for safely transporting anyone who is sick home or to a health care facility. We will notify local health officials, staff, and family of a possible case while maintaining confidentiality consistent with the Americans Disability Act (ADA) and other applicable federal and state privacy laws. We will close off areas used by a sick person for 24 hours and then not use before cleaning and disinfection. We will ensure safe and correct application of disinfectants. Although it is more likely during the Green Phase, that more staff may be in the office, we will confidentially notify other staff who were in that same day that a co-worker tested COVID-19 positive and all staff working that day are not to report into the office for two weeks.**
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? **Bob Worn, Director of HR and Joanne Mendenhall, Nurse**
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? **We will advise the sick employee not to return to work until they have met CDC criteria to discontinue home isolation.**
- How will you accommodate staff who are unable or uncomfortable to return? **Even during the Green Phase we will give staff the option of either working one day a week in the office or from home.**

- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return? **We are a cyber school and students learn remotely.**
- 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? **We will constantly notify staff through internal messaging and staff meetings such as Stand-up of any policy changes regarding health and safety measures. Students and parents will be notified primarily through messages on Schoology as well as other external messages normally used to communicate with students and parents.**
- Which stakeholders will be trained on protocols for monitoring student and staff health? **As stated above, we expect staff to self-monitor their own health. Any questions regarding will be directed to the Director of HR, Bob Worn or Nurse, Joanne Mendenhall.** When and how will the training be provided? **We will hold a training meeting at the office prior to the opening of school.** How will preparedness to implement as a result of the training be measured? **General daily adherence to health and safety by all staff.**

Summary of Responses to Key Questions: (INSERT TEXT)

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>We are a cyber school and students learn remotely. For staff, we expect staff to self-monitor their own health. If staff feels sick, they are to stay home.</p> <p>If staff have <u>symptoms</u> of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 staff are to self-quarantine and stay home.</p> <p>Since our school office is located in a public building, the building's management company has signs posted on entrance doors stating no-one is to enter the building who has: 1- close contact with someone or someone suspected with COVID-19 within the past 14 days, 2-if the individual has shown signs of COVID-19 within the past 14 days or 3-has traveled in areas with 2, 3, 4 designations within the past 14 days.</p>	<p>Same as Yellow.</p>	<p>Bob Worn, Director of HR and Joanne Mendenhall, Nurse</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>As stated in previous Yellow Phase sections, the school will most likely operate strictly remotely, excluding essential staff. We will establish procedures for safely transporting anyone who is sick home or to a health care facility. We will notify local health officials, staff, and family of a possible case while maintaining confidentiality consistent with the Americans Disability Act (ADA) and other applicable federal and state privacy laws. We will close off areas used by a sick person for 24 hours and then not use before cleaning and disinfection. We will ensure safe and correct application of disinfectants.</p> <p>Although we don't anticipate many staff in during the Yellow Phase, we will confidentially notify other staff who were in that same day that a co-worker tested COVID-19 positive and all staff working that day are not to report into the office for two weeks.</p>	<p>Same as Yellow</p> <p>Although it is more likely during the Green Phase, that more staff may be in the office, we will confidentially notify other staff who were in that same day that a co-worker tested COVID-19 positive and all staff working that day are not to report into the office for two weeks.</p>	<p>Bob Worn, Director of HR and Joanne Mendenhall, Nurse</p>		<p>Y</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>We will advise the sick employee not to return to work until they have met CDC criteria to discontinue home isolation.</p>	<p>Same as Yellow,</p>	<p>Bob Worn, Director of HR and Joanne Mendenhall, Nurse</p>		<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>We will constantly notify staff through internal messaging and staff meetings such as Stand-up of any policy changes regarding health and safety measures.</p> <p>Students and parents will be notified primarily through messages on Schoology as well as other external messages normally used to communicate with students and parents.</p>	Same as Yellow.	Bob Worn, Director of HR and Neal Thomas, Principal		N
Other monitoring and screening practices					

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? **Cloth face coverings will be worn by staff and are most essential in times when physical distancing is difficult. Staff will not be required to wear a cloth face covering while they are in their office or at their cubicle (providing staff in cubicles are at least 6 feet apart) but are to wear one when they leave their workspace to walk around the office, including common areas and bathrooms. Other face coverings such as surgical masks or other medical personal protective equipment are permitted.** What is the policy/procedure for students? **We are a cyber school and students learn remotely.**
- What special protocols will you implement to protect students and staff at higher risk for severe illness? **We are a cyber school and children learn remotely. For staff, the school already has policies, including PTO, flexible workday scheduling, in addition to allowing staff to work exclusively from home. All other situations may be addressed on a**

case-by-case basis. How will you ensure enough substitute teachers are prepared in the event of staff illness? **In general, AHCCS does not employ substitutes, yet cross train all teachers to help cover classes as needed. The Principal and academic team leaders have established in March a similar back-up program that will continue school year 20-21.**

- 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? **For students with IEPs who have related services written into their IEP, these services will be provided as follows: Contracted providers will deliver related services within the student’s home or the community. The mode in which related services will be provided will be dependent upon the phase of the student’s resident county. During the red phase, no face to face services or will be provided. During the yellow and green phases, services will be provided face to face once parents have the opportunity to review the contracted provider’s health and safety guidelines. Contracted providers have submitted their health and safety guidelines to AHCCS. All evaluations and reevaluations will be completed virtually.**

Summary of Responses to Key Questions: (INSERT TEXT)

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)
* Protecting students and staff at higher risk for severe illness	We are a cyber school and children learn remotely. For staff, the school already has policies, including PTO, flexible workday scheduling, in addition to allowing staff to work exclusively from home. All other situations may be addressed on a case-by-case basis.	We are a cyber school and children learn remotely. For staff, the school already has policies, including PTO, flexible workday scheduling, in addition to allowing staff to work exclusively from home. All other situations may be addressed on a case-by-case basis. During the Green Phase staff will be permitted to return to the office (once a week), as needed and approved, to maintain social distancing.	Bob Worn, Director of HR		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)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Cloth face coverings will be worn by staff and are most essential in times when physical distancing is difficult. Staff will not be required to wear a cloth face covering while they are in their office or at their cubicle (providing staff in cubicles are at least 6 feet apart) but are to wear one when they leave their workspace to walk around the office, including common areas and bathrooms.</p> <p>Other face coverings such as surgical masks or other medical personal protective equipment are permitted.</p>	<p>Same as Yellow.</p>	<p>Bob Worn, Director of HR and Supervisors</p>		<p>N</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)
Unique safety protocols for students with complex needs or other vulnerable individuals	For students with IEPs who have related services written into their IEP, these services will be provided as follows: Contracted providers will deliver related services within the student's home or the community. The mode in which related services will be provided will be dependent upon the phase of the student's resident county. During the red phase, no face to face services or will be provided. During the yellow and green phases, services will be provided face to face once parents have the opportunity to review the contracted provider's health and safety guidelines. Contracted providers have submitted their health and safety guidelines to AHCCS. All evaluations and reevaluations will be completed virtually.	Same as Yellow.	Bob Worn, Director of HR, Dr. Jean Mason, Special Ed Consultant, Trina Knauff, Supervisor of Special Ed		N
Strategic deployment of staff	Addressed in section proceeding this.	Addressed in section proceeding this.			

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
Communicating to staff the school’s plan to either continue 100% working from home or partial, rotation, into the office	All Staff	CEO	Internal Communication	Email and communications via supervisors and Team Captains	Early August	Week of August 17, 2020, one week prior to teacher’s return to school
General return to office health and safety procedures	All Staff	CEO, Director of HR & Nurse	Internal Communication and Stand-Up	Review and reinforce health and safety procedures along with related policies. We will post signs in our lobby, restrooms, and throughout our office on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.	These communications have already been developed.	Once the school determines staff can return to the office, this information and communication will be presented.

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
School's plan for first day of school. The school's normal beginning of school communications with students and parents, including relevant information connected to COVID-19	All students & parents/ guardians	Marketing & Student Services Manager and Principal	External Communication Website, Schoology, email, and letters	Begin developing communications in July	8/31/20 - First Day of School
Communicating to staff the school's plan to either continue 100% working from home or partial, rotation, into the office	All Staff	CEO	Internal Communication Email and communications via supervisors and Team Captains	Early August	Week of August 17, 2020, one week prior to teacher's return to school in early August
General return to office health and safety procedures	All Staff	CEO, Director of HR & Nurse	Internal Communication and Stand-Up	These communications have already been developed.	Once the school determines staff can return to the office.

Health and Safety Plan Summary: Achievement House Cyber Charter School

Anticipated Launch Date: **August 19, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<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>For staff under the Green Phase, the school will most likely operate with an optional one-day rotation for staff to enter the building. We will have a dedicated “daily cleaner” to intensify our cleaning routine by cleaning, sanitizing, and disinfecting frequently touched surfaces multiple times per day. We will also hire a cleaning crew to come in every work night after hours to clean and disinfect the office until we feel there is no longer a need to do so. We will ensure the safe and correct application of disinfectants. Via the building’s management company, we will ensure that ventilation systems operate properly. As a cyber school, students learn remotely and there is no need for bus transportation.</p>

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>As a cyber school, students learn remotely and there is no need for classroom distancing. Under the Green Phase the school will most likely operate with an optional one-day rotation for staff to enter the building. For example: We have virtual studio classrooms that one person occupies at a time when teaching. For the rest of our workspace, staff could be on a rotational schedule to telework 4 days per week and only come into the office 1 day per week if they are comfortable with that. It will be scheduled so that each row/ cubicle area will only have 1 person per area, maintaining 6 feet of separation. We will encourage social distancing through increased spacing and only hold small group meetings. We will train all</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>employees on health and safety protocols and continue to adhere to PDE guidance. Should social distancing allow for staff to come in for more than one day, a schedule will be developed.</p> <p>We are a cyber school and do not have a cafeteria. For staff, we will advise them to adhere to social distancing while in the kitchen area and to get coffee or eat lunch at their desks. Staff will be responsible for supplying their own personal food service items such as utensils, plates, and cups. Staff will be responsible to wash their own food service items with dish soap and hot water immediately after use and dry items with their own hand towels.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>We will promote healthy hygiene practices and teach and reinforce washing hands and covering coughs and sneezes among staff, as well as the wearing of cloth face coverings, if feasible. We will remind staff not to touch their face and mouth and to wash their hands frequently. We will train all employees on health and safety protocols.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>We will post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday protective measures,</p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>We are a cyber school and students learn remotely.</p>
<p>Limiting the sharing of materials among students</p>	<p>We are a cyber school and students learn remotely.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Staff will be required to wear masks when walking the hallways, common areas and using the restrooms.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>We are a cyber school and students learn remotely so we do not supply transportation.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</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>Other social distancing and safety practices</p>	<p>We are a cyber school and students learn remotely. During the Green Phase, every meeting will be determined in advance to be either remote, face-to-face or a combination of both. For staff, we have virtual studio classrooms that one person occupies at a time when teaching. For other group meetings, should the training room be available allowing for social distancing, that is permissible. Any room the has been used for a meeting must be thoroughly cleaned, sanitized, and disinfected afterwards.</p> <p>We are a cyber school and students learn remotely.</p>

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>We are a cyber school and students learn remotely. For staff, we expect staff to self-monitor their own health. If staff feels sick, they are to stay home. If staff have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 staff are to self-quarantine and stay home.</p> <p>As stated in previous Green Phase sections, the school will most likely operate with an optional one-day rotation for staff to enter the building. We will establish procedures for safely transporting anyone who is sick home or to a health care facility. We will notify local health officials, staff, and family of a possible case while maintaining confidentiality consistent with the Americans Disability Act (ADA) and other applicable federal and state privacy laws. We will close off areas used by a sick person for 24 hours and then not use before cleaning and disinfection. We will ensure safe and correct application of disinfectants.</p>

Requirement(s)	Strategies, Policies and Procedures
<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>Although it is more likely during the Green Phase, that more staff may be in the office, we will confidentially notify other staff who were in that same day that a co-worker tested COVID-19 positive and all staff working that day are not to report into the office for two weeks.</p> <p>We will advise the sick employee not to return to work until they have met CDC criteria to discontinue home isolation.</p> <p>We will constantly notify staff through internal messaging and staff meetings such as Stand-up of any policy changes regarding health and safety measures. Students and parents will be notified primarily through messages on Schoology as well as other external messages normally used to communicate with students and parents.</p>

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>We are a cyber school and children learn remotely. For staff, the school already has policies, including PTO, flexible workday scheduling, in addition to allowing staff to work exclusively from home. All other situations may be addressed on a case-by-case basis. During the Green Phase staff will be permitted to return to the office (once a week), as needed and approved, to maintain social distancing.</p> <p>Cloth face coverings will be worn by staff and are most essential in times when physical distancing is difficult. Staff will not be required to wear a cloth face covering while they are in their office or at their cubicle (providing staff in cubicles are at least 6 feet apart) but will wear one when they leave their workspace to walk around the office, including common areas and bathrooms. Other face coverings such as surgical masks or other medical personal protective equipment are permitted.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Achievement House Cyber Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 18, 2020**

The plan was approved by a vote of:

 7 Yes

 0 No

Affirmed on: **August 18, 2020**

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.