



Arts Academy Elementary Charter School  
Health and Safety Plan  
Reopening School 2020-21

## Introduction

Arts Academy Elementary Charter School Reopening School Committee has prepared this plan in response to the [Pennsylvania Department Education](#)'s directive to clearly define how we will reopen school for the fall 2020-2021 school year in consideration of COVID-19 pandemic. Our committee, comprised of administrations, support staff, teachers, parents and community members, with guidance from Allentown Health Bureau, has developed procedures and action items to mitigate the spread of illness, specifically in regard to the Center for Disease Control's (CDC) and PA Department of Education's (PDE) guidelines for schools. This plan takes into consideration the phases as defined by [Governor's Wolf's Process to Reopen Pennsylvania: red, yellow or green phases](#), which define how each county may function in regard to work and social restrictions. Lehigh County and surrounding counties have been in the green phase since June 26, 2020. The CDC and PDE guidance is continuously updated in response to the most current information available regarding COVID-19 analysis of cases and transmission.

On July 1, a parent survey was sent out to learn what topics concerned our parents most about returning to school in the fall. Survey results revealed that only 17% wanted a fully online option, while 61% were "Very Concerned" about their child wearing a mask throughout the school day.

In response to the parent surveys, the administrative team decided to closely analyze the safety guidelines with the intent to offer in-person options in addition to a virtual option. A Pre-Registration form was sent to parents on July 17 asking them to indicate, in order of preference, which of the options below they would choose for their child. The options and results, were as follows:

- **31%** - Full In-Person
- **47%** - Full Virtual
- **22%** - Hybrid Options:
  - 12% - Hybrid Weeks
  - 10% - Hybrid Weeks with Early Dismissal

The Reopening Committee concentrated its efforts as 3 task forces: Health and Procedures, Cleaning and Disinfecting and Staff/Parents Input. In light of the current guidelines of the CDC/PDE, it has become clear that we do not have the facilities capacity nor the staffing to safely reopen school for our students and staff in the fall.

**Therefore, AAECs administration is recommending a virtual-only option for the first marking period**

**beginning September 8 through November 10, 2020.** Opening in this manner for the fall, will allow us more time to prepare for a safe return to in-person learning during the remainder of the 2020-21 school year.

This plan includes information related to in-person learning, as the Reopening Committee will continue to closely monitor the PDE/ CDC guidelines, as well as local COVID-19 case data, to ensure we are prepared for a return to in-person learning at some point this school year.

**Type of Reopening**

Based on our county’s current designation and local community needs, Arts Academy Elementary Charter School has selected:

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

Anticipated launch date for ***in-person learning***: to be determined starting **October 26, 2020**.

**Pandemic Coordinator & Team**

<b>Individuals</b>	<b>Stakeholder Group Represented</b>	<b>Pandemic Team Roles and Responsibilities</b>
Aldo Cavalli	CEO	Plan Development & Pandemic Crisis Response Team
Cristal McCollum	Principal	Coordinator Plan Development & Pandemic Crisis Response Team
Dianna Shotwell	Nurse	Plan Development & Pandemic Crisis Response Team
Brandon Leydic	Director of Operations	Plan Development & Pandemic Crisis Response Team
Janear Hankerson	Human Resources	Plan Development & Pandemic Crisis Response Team
Michele Banks	Special Ed Cr.	Plan Development & Pandemic Crisis Response Team
Nancy Geyer	Student Svcs, School Safety	Plan Development & Pandemic Crisis Response Team
Jalen Rosario	Child Accounting	Plan Development & Pandemic Crisis Response Team
Luisanny Suarez	Bilingual Receptionist	Plan Development & Pandemic Crisis Response Team
Lissa Searce Bliss Fallon Wendy Goldman Felicia Stone	Teacher 3-5	Health and Safety Plan Development
Amy Seals Sariann Knerr	Teacher K-2	Health and Safety Plan Development
Adam Neil, Amanda Russell Nick Krajcic	Title/EL/Special Ed	Health and Safety Plan Development
Tom DiFeo Kristin Cichowski	Arts	Health and Safety Plan Development
Mary Jo Ochs	Paraprofessionals	Health and Safety Plan Development
RhaKeith Crosby, Cliff Simpson, Love Henegan	Operations, Custodial	Plan Development & Pandemic Crisis Response Team
Dr. Angelo Senese; Nelson Arce, Sr; Nadia Alicia; Abraham Thalassinios; Shayra Lopez; Luis Gonzalez; Norma Paredes; Steven Julian; Amber Clark; Paula Young; Anastacia Del Moral; Wendy Castro; Love Henegan, Sr; Jasmin Nelson	Parents & Community Members	Health and Safety Plan Development

Red Phase	Yellow Phase	Green Phase	Materials/Resources
Reopening for Marking Period One			
<p><b><u>Virtual-Only for All Students</u></b></p> <p>After a comprehensive review of all information related in-person learning that meets the PDE/CDC guidelines, it is recommended, as we would in the Red Phase, that AA ECS will offer an improved, virtual-only reopening for the fall of 2020.</p> <p>Improvements from our <u>Learning at Home</u> model during the end of 2019-20 school year closing include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• More frequent synchronous instruction (Zoom, Google Meets) in small groups.</li> <li>• Learning at Home Kits including materials, resources, workbooks and supplies to support virtual instruction and avoid reliance on printers or electronic devices.</li> <li>• All students will receive a school device that will ensure access to all school-approved software programs and improve technical support.</li> <li>• Assignments will be communicated in weekly, simplified directions using a consistent template for K-5.</li> <li>• Assignments will be more project-based with live teacher support.</li> <li>• Assignments will feature the use of our parent portal, JupiterEd, which offers greater flexibility on various devices, "writing" on PDFs and simplified grading, to name a few.</li> <li>• The number of classes will be limited to one arts subject per marking period.</li> <li>• Training videos and/or Zoom sessions will be offered to provide support for parents regarding school devices and software use.</li> <li>• Meals will be distributed at AA ECS for all students who qualify.</li> </ul> <p>A <a href="#">Virtual Fall 2020-21 Reopening FAQ</a> with more detailed information was sent out to all families July 31, 2020. The Instruction Task Force, consisting of administration, teachers and parents, has divided in subject areas to focus on design and delivery of the curriculum in a virtual setting: Arts, Reading, Writing and Math.</p> <p>All teachers have participated in one training with an external consultant regarding virtual learning. Future trainings, in addition to others devoted to online software, will be scheduled prior to the start of school.</p>			<p><b><u>New Devices:</u></b>                  K &amp; 1: i-Pads                  2-5: Chromebooks                  Headphones (K-1)                  Earbuds(2-5)                  Hot Spots</p> <p><b><u>Support</u></b>                  Exploring the possibility of hiring temporary personnel to offer technology support.</p> <p><b><u>Learning Management Software (LMS)</u></b>                  JupiterEd                  Google Classroom                  Class Dojo</p> <p><b><u>Instructional Support</u></b>                  WeVideo                  FlipGrid</p> <p><b><u>Core AcademicsK-5</u></b>                  Ready &amp; i-Ready Math and Reading - blended learning</p> <p><b><u>Supplemental</u></b>                  BrainPop (K-5)                  Happy Numbers (K-5)                  StoryWorks (Gr. 2-5)                  Vocabulary City (TBD)                  Mystery Science (TBD)</p> <p><b><u>Home Learning Kits</u></b>                  Mini-Whiteboards                  Markers, Pencils, Paper, Workbooks, Worksheets</p> <p><b><u>Home Resources</u></b>                  Foundations At-Home Learning Kits (K-3)                  Supplemental Workbooks                  Reading/Math:TBD</p>

Red Phase	Yellow Phase	Green Phase	Materials/Resources
<p><b>Teaching &amp; Learning in the Classroom</b>  <i>In consideration of a potential return to in-person instruction after November 2020.</i></p>			
<p><b>Continue Virtual Learning for All Students</b></p>	<p><b>Reducing Contacts for Staff and Students:</b></p> <p><b><u>Social Distancing: Staff</u></b></p> <p>All staff is to maintain a distance of at least 6 feet from other adults to the maximum extent feasible.</p> <p>All staff is to maintain at least 6 feet from students, whenever possible and when not disruptive to the educational process.</p> <p>Faculty and department meetings will be held via Zoom, even while in the building.</p> <p><b><u>Social Distancing: Students</u></b></p> <p>Teachers have emptied their classrooms of any soft surfaces, such as rugs and pillows. They have removed additional furniture they could bring home and will make more use of their closet spaces.</p> <p>Sharing of items will be avoided. Resources and supplies will be purchased and organized as kits for each child.</p> <p>It has been determined that a maximum of 10 student desks can fit in one classroom to allow for mask breaks and for eating while being seated at their desks. Kindergarten tables will be switched out with individual desks.</p> <p><b><u>Hallways and Common Areas</u></b></p> <p>We will purchase vinyl floor signs that illustrate where students should stand and/or walk in the hallways.</p> <p>Classroom doors will remain open to allow for additional ventilation and to minimize contact with door handles.</p> <p>The cafeteria will be divided into 2 sections: one for arts classes (dance/creative movement) and the other for pull-out groups (Title, EL, OT, etc.). The tables will be arranged with our mobile dividers and a schedule will be designed and posted. Time will be built in between groups for disinfecting the tables. Stickers will be placed on the tables indicating where students may sit, to maintain social distancing.</p>		<p>Storage needed for extra furniture.</p> <p>Social Distancing decals, signs and posters.</p> <p>Pedestrian Barriers</p>

The schedule will stagger the use of communal spaces and hallways to ensure time allows for additional disinfecting and supervision to ensure social distancing is followed.

Water fountains will be turned off and capped. Two new water fountains with bottle-filler functionality replace the water fountain in the cafeteria and one of the water fountains on the lower level. Staff and students are encouraged to bring their own water bottle from home.

**Health Room**

The Health Room has been relocated to the ground-level floor, in the first room from the main entrance of the building. This new space is larger than the previous room to allow for social distancing. The location restricts movement through the building of students who are ill and allows the nurse to speak with parents at the entrance to the building, while remaining in close proximity to the health room.

Additional cots and plastic dividers will be purchased to help mitigate the spread of germs of students who are symptomatic.

Teachers or staff will first call the nurse regarding any student who is in need of being seen. A second nurse will be beneficial to allow students to be evaluated in the classroom while the primary school nurse remains in the health room.

The Behavior Specialist office, just down the hall from the Health Room will be used if isolation is necessary.

**Cohorting**

Students will remain in their classroom with their cohort, or assigned classmates, and their homeroom teacher.

Exceptions include:

- **Small-group Support:** Title 1, English Languages support and special education classes will be held in other learning spaces that allow for 6 feet and are disinfected between groups.
- **Arts classes** will be scheduled by marking period, rather than rotating daily all year. Arts class locations will follow an alternating week rotation between the classroom, arts classroom or larger spaces, such as the cafeteria or outdoor recess area.

<p><b>Meals</b></p> <p>As of the beginning of the new school year (first day of the academic calendar whether it is virtual or in-person instruction), the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) will no longer be an option for schools or community organizations. All waivers related to SFSP and/or SSO expire no later than August 31, 2020.</p> <p>AAECS will provide meals for all students who qualify for free or reduced meals as indicated on the <a href="#">2020-21 Pennsylvania Household Application for Free and Reduced Price School Meals</a>, to be posted on the school's website and made available in the <a href="#">School Cafe</a> application.</p>	<ul style="list-style-type: none"><li>● <b>Outdoor Classroom:</b> We will purchase pedestrian barriers to be assembled outdoors to allow groups of students to be outside as much as possible to allow for additional physical activity and social distancing without needing masks.</li></ul> <p><b>Meals</b></p> <p>Students will eat breakfast and lunch in their classrooms. Parents will be asked to order their meals in advance. Staff will assist in bringing meals to the classrooms.</p> <p>Students and staff must wash hands or use hand sanitizer before and after eating.</p> <p>As of the beginning of the new school year (first day of the academic calendar whether it is virtual or in-person instruction), the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) will no longer be an option for schools or community organizations. All waivers related to SFSP and/or SSO expire no later than August 31, 2020.</p> <p>AAECS will provide meals for all students who qualify for free or reduced meals as indicated on the <a href="#">2020-21 Pennsylvania Household Application for Free and Reduced Price School Meals</a>, to be posted on the school's website and made available in the <a href="#">School Cafe</a> application.</p> <p><b>Hand Hygiene</b></p> <p>When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with a disposable towel.</p> <p>Teachers will model and reinforce washing hands and covering coughs and sneezes among students. The kindergarten and first grade classrooms have sinks in the classroom.</p> <p>Students will wash their hands or use sanitizer any time they enter or leave the classroom, before and after eating and after removing their mask.</p> <p>Hand-washing stations are being explored for the grades 2-5 classrooms to reduce reliance on the bathrooms for handwashing.</p> <p>Sanitizer dispensers are located in the halls outside of each bathroom and in the cafeteria. Small, individual spray bottles</p>	
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	<p>will be assigned to older students to sanitize hands more frequently, without the need to leave the room or their desk.</p> <p>Signs and posters illustrating proper handwashing techniques will be posted outside and inside each bathroom, as well as in the classrooms by sinks or for reference.</p> <p>Sanitizer dispensers will be added inside the main entrances for students and staff to sanitize hands when entering the building from arrival or recess.</p> <p><b>Large Gatherings</b></p> <p>School events, field trips, and extracurricular activities are cancelled until further notice.</p> <p><b>Visitors</b></p> <p>To reduce the number of contacts for each classroom, staff will sign a clipboard posted high outside of the room if they need to enter and remain for 15 minutes or longer.</p> <p>Outside visitors will be restricted from entering the building, unless they have official business, ie. Children and Youth Worker, Auditors of Federal Programs, etc. Parents who need to pick up a student will sign them out from the secured lobby area and will not be permitted to enter beyond that point.</p>	
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<b>Red Phase</b>	<b>Yellow Phase</b>	<b>Green Phase</b>	<b>Materials/Resources</b>
<b>Masks and Face Coverings for Students and Staff</b>			

	<p><b>Current Guidance (7/20/20)</b></p> <p>On July 1, 2020, the Secretary of Health issued an Order requiring all individuals to wear a face covering when they leave their homes. This Order applies to any individual aged two and older whenever outside the home, including while in school entities, including public K-12 schools, brick and mortar and cyber charter schools, etc.</p> <p>"Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face.</p> <p>A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the Order, can include a plastic face shield that covers the nose and mouth.</p>	<p><a href="#">Reusable Shields</a></p> <p>Disposable Masks</p>
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	<p>"Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels.</p> <p>While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.</p> <p><b><u>School Staff and Visitors</u></b></p> <p>Face coverings, such as masks or face shields, must be worn by all non-students, both staff and visitors (including parents and guardians), while on school property, including during student drop-off and pickup.</p> <p>Individuals must wear a face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p> <p>Face coverings may be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing must be practiced.</p> <p>Staff are not required to wear a face covering in situations where wearing a face covering creates an unsafe condition to operate equipment or execute a task.</p> <p>Transparent face coverings provide the opportunity for more visual cues and should be considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield and increase physical distancing.</p> <p>AAECS will purchase reusable shields and disposable masks for staff and students. Frequent communication in the form of emails, 1:1 instruction and signs/posters about proper mask usage will be ongoing for both students and staff.</p>	
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	<p><b>Students</b></p> <p>All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.</p> <p>All students are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school.</p> <p>Accommodations for such students will be designed in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p>Guidance will be provided for both students and families how to properly wear, remove, maintain and/or replace face coverings.</p> <p>Class schedules will include face covering breaks throughout the day when students can maintain a distance of at least 6 feet.</p>	
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<b>Red Phase</b>	<b>Yellow Phase</b>	<b>Green Phase</b>	<b>Materials/Resources</b>
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**Cleaning, Sanitizing, Disinfecting, and Ventilation**

<p><b>Schools Closed</b></p> <p><b>Essential Staff Only</b></p> <p>In the red phase, all protocols from the Yellow and Green phases apply as essential personnel is in the building.</p>	<p>Cleaning, sanitizing and disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.</p> <p><b>EPA Disinfectant</b></p> <p>Genesan™ #7 GeneFect Disinfectant/Cleaner</p> <ul style="list-style-type: none"> <li>● A hospital grade, quaternary disinfectant/cleaner for heavily soiled areas that require disinfection.</li> <li>● Dilution: 2 oz/gal.</li> <li>● Refer to and follow MSDS Sheets and manufacturers' direction for use.</li> </ul> <p><b>Cleaning Schedules and High-Touch Surfaces</b></p> <p>Cyclical cleaning schedule adapted to daily attendance or scaffolded attendance and cohorts for all high touch surfaces including door handles, light switches, and student desks.</p>	<p><i>CDC Hand Hygiene:</i> <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html</a></p> <p><i>CDC Disinfecting Your Facility:</i> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a></p> <p><i>CDC Protect Yourself:</i> <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a></p> <p><i>CDC Symptoms:</i> <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p> <p><i>CDC COVID-19 and Children:</i> <a href="https://www.cdc.gov/coronavirus/2019-ncov/children/">https://www.cdc.gov/coronavirus/2019-ncov/children/</a></p>
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	<p>Disinfect shared equipment such as computers, keyboards, art supplies, tools and play/gym equipment frequently, and promote hand washing before and after sharing equipment. Consider obtaining extra supplies and materials to limit the need for sharing.</p> <p>If possible, eliminate high-touch surfaces (i.e., remove cabinet doors so that students and staff can easily access supplies without touching a door or handle.)</p> <p>Hand sanitizer will be made available in all common areas and classrooms where sinks for handwashing are not available as long as it's feasible to obtain hand sanitizer.</p> <p><b><u>Visitor Management</u></b></p> <p>Non-Essential visitors will not be permitted outside of the enclosed front lobby area. Face coverings are required per local regulations. The lobby will be cleaned after each group or individual visit to the extent that time allows..</p> <p><b><u>Water Fountains</u></b></p> <p>Replace of water fountains with bottle filling stations where possible. Students will be encouraged to bring in refillable water bottles labeled clearly with their name.</p> <p><b><u>Additional cleaning support</u></b></p> <p>Additional cleaning support will be sought through stipend employees or outside agency contractors.</p> <p><b><u>Restrooms</u></b></p> <p>Clean and disinfect staff &amp; student restrooms based on daily schedule. Disinfect all surfaces: Toilets (seats, bowls, and flushers), sinks and faucets, soap dispensers, towel dispensers, and door handles inside and out.</p> <p><b><u>Other Cleaning</u></b></p> <p>Follow standard protocols to clean surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes, as well as floors and carpets.</p> <p>Use routine cleaning practices for indoor areas that have not been used for 7 or more days or outdoor equipment.</p> <p><b><u>Ventilation System Maintenance</u></b></p> <p>Continue ongoing quarterly HVAC maintenance agreement, filter changes included. Maximize fresh air intake amount in relation to ambient temperature economisers. Installation of HEPA compliant filters in Rooftop HVAC Units (RTU).</p>	<p><a href="https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children">onavirus/2019-ncov/faq.html#COVID-19-and-Children</a></p> <p>CDC Communication Resources:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html">https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</a></p> <p>Bottle-filler fountains.</p> <p>Tornado vapor mister</p> <p>Custodial PPE</p> <p>3rd Party Vendors: Penn Valley Chemical, WB Mason, Staples Advantage</p> <p>OSHA Training Posters</p> <p>Secure storage of cleaning solutions and equipment</p>
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	<p>All interior supply and return vents cleaned as needed, or a minimum of each quarter.</p> <p>Ensure operation of all restroom exhaust fans.</p>		
<b>Red Phase</b>	<b>Yellow Phase</b>	<b>Green Phase</b>	<b>Materials/Resources</b>
<b>Individuals with Disabilities or Other Chronic Conditions</b>			
<p><i>The following information pertains to in-person learning as well as virtual learning, regardless of phase.</i></p> <p><b>Students</b></p> <p>Every student with a disability is entitled to a free appropriate public education including services, or accommodations, or both based on their individualized education program (IEP) or 504 Plan.</p> <p>Our special education department will ensure that students' learning and support is designed according to their needs in relation to their disability. We intend to be creative, flexible and to consider all options available to our students when planning their educational program.</p> <p>It may not be feasible, depending on the needs of the individual student, to meet their needs in a virtual environment or to adhere to distancing guidelines. Consideration for in-person, specialized instruction or related services will be determined on the basis of the student's disability.</p> <p>The building will be open for any parent comfortable sending their child in for needed special education evaluations. Any student due for an evaluation will be contacted to discuss these options.</p> <p>The IEP is a living document that will be modified as needed by the IEP team (including the special education teacher, general education teachers, parents, related service professionals, school liaison, etc.). Ongoing, open communication between all members of the students' team will ensure the most appropriate learning program is being provided, in particular to its application to the virtual environment.</p> <p><b>Staff with Chronic Conditions</b></p> <p>As of July 13, 2020, Pennsylvania requires masks to be worn at all times outside of the home. A <b>Covid-19 Employee Resources Google Drive</b> has been created and shared with all staff which contains information on quarantine recommendations, travel restrictions, and mental health resources as recommended by the Center for Disease Control and the Pennsylvania Department of Health. All employees have been asked to self-identify if they are a part of a high-risk group and communicate with Human Resources.</p>			

Red Phase	Yellow Phase	Green Phase	Materials/Resources
<p><b>Arrival and Dismissal Procedures</b>  <i>In consideration of a potential return to in-person instruction after November 2020.</i></p>			
<p><b>Schools Closed</b></p> <p><b>Essential Staff Only</b></p> <p>In the red phase, as with the First Marking Period reopening, these procedures do not apply.</p>	<p>AAECS will support each daycare and district's transportation department by sharing their guidelines with our families.</p> <p>First Student, the transportation company for Allentown School District residents, has shared their safety protocols. <a href="#">Click here for their flyer.</a></p> <p>Parents are encouraged to transport their children if possible, to reduce the number of students on buses.</p> <p>Individuals who are self-quarantining or have been diagnosed with a confirmed or probable case of COVID-19 may not drop off or pick up children from school.</p> <p>Parents will not be permitted to enter the building for parent pick-up or dismissal.</p> <p>Late arrival parents will sign their children in via a staff person in proper PPE, seated at a table outside of the main entrance.</p> <p>Parents picking up their child early or dropping off their child after 9:30 am, may enter the lobby to present their drivers license and sign out their child. The lobby will be disinfected after each parent and/or visitor.</p> <p><b>Arrival Procedures</b></p> <p>Symptom screening will be completed by parents/guardians of students and staff at home each morning before arrival.</p> <p>All students will immediately proceed to their classrooms, as guided by staff through the hallways.</p> <p>Hand sanitizer will be offered to staff and students prior to entering the buildings as long as it's feasible to obtain hand sanitizer.</p> <p><b>Dismissal Procedures</b></p> <p>A new schedule has been designed and will be communicated with all families:</p> <ul style="list-style-type: none"> <li>● Parent Pick-Up will be scheduled <b>before</b> the arrival of daycares and buses.</li> <li>● We will implement <a href="#">Carline Hound</a>, to manages parent pick-up:             <ul style="list-style-type: none"> <li>○ Eliminates the need for parents to enter the building.</li> </ul> </li> </ul>		<p>Purchase of <a href="#">Carline Hound</a></p> <p>Additional Hand Sanitizer dispensers</p>

	<ul style="list-style-type: none"> <li>○ Improves the ease with which school personnel can communicate regarding which parents have arrived.</li> <li>○ Allows students to remain in the cohorts in their classrooms until the parent arrives.</li> <li>○ Allows more staff to be available to escort students to their parents' vehicles, rather than having to manage a large crowd of students and parents in the cafeteria.</li> <li>● Carline Hound will also be used for daycares and buses, which will be scheduled to arrive <b>after</b> parent pickup.</li> </ul>	
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<b>Red Phase</b>	<b>Yellow Phase</b>	<b>Green Phase</b>	<b>Materials/Resources</b>
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<b>Monitoring Student and Staff Health</b>
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*The information below applies to essential personnel in the red phase, as well as all staff, students and families in a yellow or green phase.*

**Symptom Monitoring**

Screening for signs and symptoms of Covid-19 for students and staff is to occur daily and will be the responsibility of the staff and each student's parent/guardian. Symptoms may include (but not limited to):

- Fever or chills (100.0 or higher)
- Cough
- Shortness of breath or difficulty breathing.
- Muscle aches
- Headache
- New loss of taste or smell
- Sore throat
- Diarrhea

**Tested negative for Covid-19:**

If the student/staff tests negative for Covid-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and he/she has felt well for 24 hours.

**Infected (symptomatic) with Covid-19:**

Students/staff infected with Covid-19, cannot return to school until they have been isolated at home for at least 14 days after symptom onset AND are fever free for 72 hours without the use of fever-reducing medicine.

**Infected (asymptomatic) with Covid-19**

Students/staff who have tested positive for Covid-19, but remain asymptomatic, cannot return to school until they have been isolated at home until 14 days have passed since the date of their first positive Covid-19 test.

[Allentown Health Bureau](#) AHB Facebook: <https://www.facebook.com/AllentownHealth>

[American Academy of Pediatrics](#)

[PDE Public Health Guidance for School Communities](#)

[COVID Data for Pennsylvania: Pa Dept of Health](#)

Additional thermometers (forehead scanners and oral)

Additional nurse's PPE (masks, gloves, etc)

**Close contact or household member of someone infected with Covid-19**

Close contact-having been within 6 feet for at least 15 minutes , while not wearing PPE, of infected individual

Students/staff who have been determined to be a close contact of someone infected with COVID-19 must quarantine at home for 14 days AFTER the exposure to the close contact.

Household member-residing in the same house as an infected individual

Students/staff who have been determined to be a household member of someone infected with Covid-19 must quarantine at home during the household member's isolation plus 14 days AFTER the infected household member is released from isolation.

**Travel Quarantine**

Students/staff must stay at home in accordance with any travel quarantine orders issued by the Governor of PA.

School nurses will maintain frequent contact with PA Department of Health to assist in the identification of close contacts of confirmed COVID-19 cases and to obtain the Pa Department of Health's recommendations for notifications, exclusions, and closures.

- Use of a COVID-19 Student Tracker to track quarantine dates and exposure.
- Limit student movement to decrease exposure risk
- Cohort students to limit exposure.
- Classroom instruction for quarantined/isolated students would move to a 100% virtual instruction model
- Students/staff must provide documentation from their physician or healthcare provider prior to returning to school.
- Encourage staff and parents to keep children at home if they are ill.

**Immunizations**

Efforts to reduce the transmission of COVID-19 have led to many children not receiving routine preventative medical services. It is vital that all children receive recommended vaccinations on time and get caught up if they are behind as a result of the pandemic. Routine vaccination prevents illnesses that lead to unnecessary medical visits, additional outbreaks of vaccine preventable diseases, hospitalizations, and further strain on schools, families and health care systems.

All students due for routine vaccinations will be sent reminders to contact their primary health physician and schedule them as soon as possible. Information regarding local free or reduced-cost clinics is posted on the school website.

**Attendance Policies**

Students or staff who need to stay out of school for needed quarantines will be considered present, as they will continue to complete assignments or assigned duties as they are physically able.

**Closing School**

The Department of Health will continue to monitor community transmission rates and other surveillance metrics across the commonwealth, including Pre-K to 12 school specific outbreaks of COVID-19. Based on this disease monitoring and surveillance DOH may, in close coordination with PDE, issue guidance related to targeted school closures as part of a wider public health mitigation.



**Health and Safety Plan Professional Development: IN 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	Audience	Lead	Session Format	Start Date	Completion Date
<a href="#">Education Admin Web Advisor: COVID-19 Disinfection and PPE</a>	Custodial Team	Mr. Leydic	Online	July 2020	Completed
<a href="#">Education Admin Web Advisor: Social Distancing and Cleaning</a>	Faculty	Mrs. McCollum	Online	July 2020	Prior to Return of In-Person Learning
<a href="#">Education Admin Web Advisor: COVID Awareness &amp; Prevention</a>	Parents	Mrs. McCollum	Online	Aug 2020	Ongoing

**Health and Safety Plan Communication: IN DEVELOPMENT**

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	Mode of Communications	Start Date	Completion Date
Reopening Information, Process, Committee Involvement and Reporting	All staff and families	Mrs. McCollum	Electronic: Email, Newsletters, Parent Portal, Class Dojo, AAECs Facebook Page	6/8/20	8/6/20
COVID-19 Social Distancing Requirements	Building Visitors	Miss Suarez	Posted Signs	6/1/20	Ongoing as information is updated
<a href="#">CDC: General COVID-19 Awareness and Prevention</a>	Entire AAECs Community	Mrs. McCollum	Electronic, Posted Signs	6/1/20	Ongoing

**Health and Safety Plan Governing Body Affirmation Statement**

The Board of Directors/Trustees for Arts Academy Elementary Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on August 6, 2020.

The plan was approved by a vote of:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Affirmed on August 6, 2020.

By:

*(Signature\* of Board President)*

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*(Print Name of Board President)*