

21st Century Cyber Charter School

Phased School Reopening Health and Safety Plan

Proposed as of July 6, 2020

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Brian Cote	Administration	Both (Plan Development and Response Team)
Sharee McGibboney	Administration	Both (Plan Development and Response Team)
Stefanie Christy	Facilities	Both (Plan Development and Response Team)
Erika Laidlaw	Administration	Both (Plan Development and Response Team)
Victoria Palaia	School Nurse	Both (Plan Development and Response Team)
Casey Regina	Administration	Both (Plan Development and Response Team)
Katie Murtaugh	Support Staff	Both (Plan Development and Response Team)
Kelley Shelander	Support Staff	Both (Plan Development and Response Team)
Cindy Currie	Human Resources	Both (Plan Development and Response Team)
Lauren Michener	Support Staff	Both (Plan Development and Response Team)
Sean Galiczynski	Teachers/School Counselors	Both (Plan Development and Response Team)
Ronnie Danahy	Support Staff	Both (Plan Development and Response Team)

Cleaning, Sanitizing, Disinfecting, and Ventilation

Buildings are cleaned and sanitized on a daily basis by outsourced cleaning companies.

Hand sanitizers, wipes, masks and gloves supplies are available for use by staff and/or visitors to the buildings.

Staff are required to sanitize desks/surfaces used prior to leaving the building. We will request CCIU maintenance to check our air ventilation systems and replace air filters more frequently.

Training - video, back to school week PD

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>* 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>When building(s) is occupied, cleaning/sanitization of high traffic areas will take place daily.</p> <p>Drinking fountains only available for bottle filling.</p> <p>Prohibit use of ice machines on the refrigerator.</p>	<p>When building(s) is occupied, cleaning/sanitization of high traffic areas will take place daily.</p> <p>Drinking fountains only available for bottle filling.</p> <p>Prohibit use of ice machines on the refrigerator.</p>	<p>Sharee McGibboney Business Administrator</p> <p>Stefanie Christy Facilities Manager</p>	<p>- Cleaning company</p> <p>- Sanitizing wipes</p> <p>- Hand sanitizer</p> <p>- Masks</p>	<p>Yes. Additionally, this plan will be shared and displayed in and around our school facility.</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Requirements for individual employees when entering/exiting the building: wiping down desk area upon arrival and departure, leaving a sign</p> <p>Ventilation system checked as needed.</p> <p>Increase the number of hand sanitizer in</p>	<p>Requirements for individual employees when entering/exiting the building: wiping down desk area upon arrival and departure, leaving a sign</p> <p>Ventilation system checked as needed.</p> <p>Increase the number of hand sanitizer in</p>	<p>Sharee McGibboney Business Administrator</p> <p>Stefanie Christy Facilities Manager</p>	<p>- Cleaning company</p> <p>- Sanitizing wipes</p> <p>- Hand sanitizer</p> <p>- Masks</p>	

	locations throughout the building to encourage hand hygiene.	locations throughout the building to encourage hand hygiene.			
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Social Distancing and Other Safety Protocols

21CCCS will continue to follow and implement social distancing and safety guidelines from the CDC, PA Department of Health and local county health department guidelines. Potential staggered schedule of staff working in the office (5 day cycle) if employees are required/need access to the office will be implemented. This will accommodate the need to observe necessary separation between staff when visiting the building. Teachers will not be required to come into the school building, and will be allowed to work from home during the yellow and green phase. Currently, outdoor space is not utilized since there are no students in the building (student attendance is virtual), there are no sporting activities or recess throughout our school. Transportation is not utilized for our students who attend our school, and any student in-person activities (including field trips and outreach events) are cancelled until further notice.

To continue to implement proper hygiene within the buildings, signs will be posted in the restrooms and sink areas reminding staff of proper handwashing techniques. Wipes and disinfecting spray will be made available, and staff will be encouraged to use these products throughout the building to wipe down their work space and any other space used (eg. printers, fax, copiers). Additionally, frequent reminders about hand-washing, safety protocols and social distancing procedures will be communicated by email(s), and virtual assemblies to staff, students and families. Hand sanitizer will be placed at the entrances and exits of our buildings for all staff and visitors to use.

All communal spaces will be restricted from use by staff until further notice. This includes, but may not be limited to, meeting rooms, training rooms, kitchens, lunchrooms, and access to refrigerators/freezers & appliances, drinking fountains and ice machines. These items will not be available until further notice. Kitchen sinks will be available to facilitate required hygiene/hand washing practices.

Individual needs for staff with medical considerations will be addressed on a case-by-case basis.

Any non-employee is considered non-essential therefore vendors, family meetings, prospective family tours, etc. will not have access to 21CCCS buildings until further notice. Deliveries to and pickups from the school buildings must be scheduled/coordinated by the appropriate staff.

New reopening procedures will be reviewed with staff at the beginning of the school year, during virtual PD days. Information will continue to be provided throughout the school year via email and virtual assemblies. and training relative to the pandemic conditions continuing to evolve/devolve.

Recommended: Recorded professional learning will be created and provided for in-person service providers, one for parents of students needing in-person services as determined by the IEP team and professional learning for office staff specifying social distancing and safety

protocols. Appropriate staff will sign an affirmation sheet stating they watched the recording and will enact the measures identified in the safety plan.

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>Potential staggered schedule of teachers working in the office (5 day cycle) if employees are required in office. Staff will be asked to stay at their workstation to the maximum extent feasible.</p>	<p>Potential staggered schedule of teachers working in the office (5 day cycle) if employees are required in office. Staff will be asked to stay at their workstation to the maximum extent feasible.</p>	<p>Erika Laidlaw MS Principal</p> <p>Casey Regina Assistant Principal</p>	<p>Master schedule</p>	
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Drinking fountains prohibited.</p> <p>Prohibit use of ice machines on the refrigerator.</p> <p>Prohibit use of common areas (i.e. training room, kitchens). This includes prohibited access to refrigerators/freezers & appliances. Sinks in kitchens will be available for use with social distancing guidelines in effect.</p> <p>Individual needs for staff with medical considerations will be addressed on a case by case basis</p>	<p>Drinking fountains prohibited.</p> <p>Prohibit use of ice machines on the refrigerator.</p> <p>Prohibit use of common areas (i.e. training room, kitchens). This includes prohibited access to refrigerators/freezers & appliances. Sinks in kitchens will be available for use with social distancing guidelines in effect.</p> <p>Individual needs for staff with medical considerations will be addressed on a case by case basis</p>	<p>Stef Christy Facilities Manager</p> <p>Sharee McGibboney Business Admin.</p> <p>Kelley Shelander Murrysville Site Coordinator</p>	<p>Signs with guidelines will be posted throughout the building.</p>	

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Frequent reminders/communication about hand-washing and other best practices with staff, students, and families.</p>	<p>Frequent reminders/communication about hand-washing and other best practices with staff, students, and families.</p>	<p>Victoria Palaia School Nurse</p>	<p>Signs with guidelines will be posted throughout the building.</p>	
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Prominent signs posted at main entrances, high traffic areas regarding best practices, requirements, etc.</p>	<p>Prominent signs posted at main entrances, high traffic areas regarding best practices, requirements, etc.</p>	<p>Victoria Palaia Nurse Stef Christy Facilities Manager Kelley Shelander Murrysville Site Coordinator</p>	<p>Signs with guidelines will be posted throughout the building.</p>	
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Any non-employee is considered non-essential therefore no vendors, family meetings, prospective family tours, etc. will be allowed.</p> <p>Any food deliveries must be curbside - the employee must meet the delivery person outside the building.</p>	<p>Any non-employee is considered non-essential therefore no vendors, family meetings, prospective family tours, etc. will be allowed.</p> <p>Any food deliveries must be curbside - the employee must meet the delivery person outside the building.</p>	<p>Stef Christy Facilities Manager Kelley Shelander Murrysville Site Coordinator</p>	<p>N/A</p>	
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Limiting the sharing of materials among students</p>	<p>If an IEP Team determines in-person services may resume, Staff or independent</p>	<p>If an IEP Team determines in-person services may resume, Staff or independent</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

	<p>contractors providing in-person service will work with the family to provide space, when feasible, in the home or outside, which is open with good ventilation. Depending on services needed, to the maximum extent possible, the service provider and the student will maintain 6 feet of separation and will wear mask or face shield and follow CDC protocols.</p>	<p>contractors providing in-person service will work with the family to provide space, when feasible, in the home or outside, which is open with good ventilation. Depending on services needed, to the maximum extent possible, the service provider and the student will maintain 6 feet of separation and will wear mask or face shield and follow CDC protocols.</p>			
<p>Staggering the use of communal spaces and hallways</p>	<p>No communal spaces to be used.</p> <p>Masks required when traveling throughout the building.</p> <p>Maintain social distancing.</p>	<p>No communal spaces to be used.</p> <p>Masks required when traveling throughout the building.</p> <p>Maintain social distancing.</p> <p>Staff are to work in their assigned workstation. If they need to use a copier, they are directed to use their ID and submit it directly from their computer and then swipe the card (so there is no touch) and then take their items. There shall not be more than two individuals at the copier at any one time. If someone is already at the copier, the next person is directed to wait on the designated spot marked on the floor that maintains six feet of separation. Staff are not</p>	<p>Stef Christy Facilities Manager</p> <p>Kelley Shelander Murrysville Site Coordinator</p>	<p>Signs with guidelines will be posted throughout the building.</p>	

		permitted to congregate in the hallway or in the front office area but remain in their workstation			
Adjusting transportation schedules and practices to create social distance between students	If the student requires transportation as a related service, the school will contact the transportation company responsible for transporting the student in accordance with his/her IEP to direct compliance with CDC guidance.	If the student requires transportation as a related service, the school will contact the transportation company responsible for transporting the student in accordance with his/her IEP to direct compliance with CDC guidance.	N/A	N/A	N/A
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Most student attendance is virtual. If an IEP Team determines in-person services may resume, Staff or independent contractors providing in-person service will work with the family to provide space, when feasible, in the home or outside, which is open with good ventilation. Depending on services needed, to the maximum extent possible, the service provider and the student will maintain 6 feet of separation and will wear mask or face shield and follow CDC protocols.</p> <p>Staff attendance at trainings, PD and meetings will be virtual.</p>	<p>Most student attendance is virtual. If an IEP Team determines in-person services may resume, Staff or independent contractors providing in-person service will work with the family to provide space, when feasible, in the home or outside, which is open with good ventilation. Depending on services needed, to the maximum extent possible, the service provider and the student will maintain 6 feet of separation and will wear mask or face shield and follow CDC protocols.</p> <p>Staff attendance at trainings, PD and meetings will be virtual.</p>	Stef Christy Facilities Manager		

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A	N/A	N/A	N/A	N/A
Other social distancing and safety practices	Any food deliveries must be curbside - the employee must meet the delivery person outside the building.	Any food deliveries must be curbside - the employee must meet the delivery person outside the building.	Stef Christy Facilities Manager	N/A	

Monitoring Student and Staff Health

In an effort to monitor the health of all staff at the 21CCCS buildings, the school will conduct daily temperature checks and health screenings upon arrival. The fact that the staff member was checked will be logged in an effort to keep record of who is in the building each day. As a cyber school, students do not come into our buildings on a regular basis and, in an effort to maintain the safest environment for all staff, students and families, student events and other non-essential in-person appointments at our buildings will be canceled or held virtually whenever possible. Should a staff member become ill or be exposed to an individual confirmed positive for COVID-19, the school will follow the guidelines from the Chester County Health Department (CCHD) in regards to when staff should be excluded from school and for how long based on their individual case. Staff are asked to communicate with their supervisor if they do fit into this category so that the building can be thoroughly cleaned and disinfected; furthermore, if necessary, other staff members with potential contact can be notified to pursue a plan of action. If a student tests positive for COVID-19 or comes in contact with someone who has,

21CCCS will follow the guidelines of CCHD if the student has visited one of the buildings or has been in contact with staff. As a cyber school able to provide curriculum and support entirely online, in-person contact with students is limited. 21CCCS's HR Manager and School Nurses will work together with staff who have tested positive for COVID-19 or have been exposed to someone confirmed positive to ensure that staff have the support they need and that the school is aware and can react appropriately based on the individual case. Should a staff member feel uncomfortable to return to the office, they are encouraged to speak with their direct supervisor to find a resolution that best meets the needs of our students and school. The Pandemic Response Team will continue to monitor and re-evaluate these plans based on most recent guidelines from organizations like the Pennsylvania Department of Health, Center for Disease Control, and local organizations like the Chester County Department of Health. Members of our administration and our school nurses will monitor student and staff health with the support of the Pandemic Response Team, and will communicate with staff, students, and families on a regular basis regarding the school's Health and Safety Plan as it changes with the status of the virus.

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)
* Monitoring students and staff for symptoms and history of exposure	Daily temperature check & health questions upon arrival to the building. This will be logged. Refer to posted screening flyer (from CCHD) to review symptoms/possible exposure.	Daily temperature check & health questions upon arrival to the building. This will be logged. Refer to posted screening flyer (from CCHD) to review symptoms/possible exposure.	Victoria Palaia School Nurse Megan Ebright School Nurse	Thermometers Screening checklist Log (available to all staff online)	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Immediate removal of staff/students/visitors from building upon notification of symptoms. Absence notification should be reported to supervisor; doctor's note should be shared with HR.	Immediate removal of staff/students/visitors from building upon notification of symptoms. Absence notification should be reported to supervisor; doctor's note should be shared with HR.	Cindy Currie HR Manager Victoria Palaia School Nurse Megan Ebright School Nurse	N/A	Y
* Returning isolated or quarantined staff, students, or	Taken from Chester County Health Department Scenario 1: No symptoms - do not	Taken from Chester County Health Department Scenario 1: No symptoms - do not	Cindy Currie HR Manager	N/A	

<p>visitors to school</p>	<p>exclude from school; return to school N/A</p> <p>Scenario 2: Covid-19 Symptoms - exclude from school and individual should get tested for Covid. If the test result is negative, return to school 3 days after symptoms are no longer present. If the test result is positive, follow return to school guidance for scenario 3.</p> <p>Scenario 3: Positive Covid-19 PCR Test with symptoms - exclude from school and return after 3 days with no fever and improvement in symptoms and 10 days since symptoms first appeared.</p> <p>Scenario 4: Positive Covid-19 PCR Test without symptoms - exclude from school and return 10 days after the PCR test was collected. If symptoms develop during 10 days, follow return to school guidance for scenario 3.</p> <p>Scenario 5: Close contact with symptoms - exclude from school and return to school after individual is tested for Covid-19. If test result is negative, return to school 14 days after last exposure to the person with Covid-19 and symptoms have resolved. If test result is positive, follow return to school guidance for scenario 3.</p> <p>Scenario 6: Close contact of Covid-19</p>	<p>exclude from school; return to school N/A</p> <p>Scenario 2: Covid-19 Symptoms - exclude from school and individual should get tested for Covid. If the test result is negative, return to school 3 days after symptoms are no longer present. If the test result is positive, follow return to school guidance for scenario 3.</p> <p>Scenario 3: Positive Covid-19 PCR Test with symptoms - exclude from school and return after 3 days with no fever and improvement in symptoms and 10 days since symptoms first appeared.</p> <p>Scenario 4: Positive Covid-19 PCR Test without symptoms - exclude from school and return 10 days after the PCR test was collected. If symptoms develop during 10 days, follow return to school guidance for scenario 3.</p> <p>Scenario 5: Close contact with symptoms - exclude from school and return to school after individual is tested for Covid-19. If test result is negative, return to school 14 days after last exposure to the person with Covid-19 and symptoms have resolved. If test result is positive, follow return to school guidance for scenario 3.</p> <p>Scenario 6: Close contact of Covid-19</p>	<p>Victoria Palaia School Nurse</p> <p>Megan Ebright School Nurse</p>		
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	<p>without symptoms - exclude from school and return to school 14 days after the date of last exposure to the person with Covid-19. If symptoms develop during the 14 days, follow return to school guidance for scenario 5.</p>	<p>without symptoms - exclude from school and return to school 14 days after the date of last exposure to the person with Covid-19. If symptoms develop follow return to school guidance for scenario 5.</p>			
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>The school will follow local guidelines, in addition to PA Department of Health and PDE guidelines.</p> <ul style="list-style-type: none"> •Staff and students should notify the school if an absence is due to COVID-19. •Schools should notify the Chester County Health Department by calling 610-344-6452 of any confirmed case of COVID-19 while maintaining confidentiality. The Chester County Health Department will conduct an investigation and contact tracing, and provide appropriate guidance. •The Chester County Health Department will notify the school/coach if staff or students test positive, are exposed, or become ill and have to self-isolate. •The Chester County Health Department will not notify the general community if staff or students test positive, are exposed, or become ill and have to self-isolate. •If a staff member/visitor/student present at one of the school buildings tests 	<p>The school will follow local guidelines, in addition to PA Department of Health and PDE guidelines.</p> <ul style="list-style-type: none"> •Staff and students should notify the school if an absence is due to COVID-19. •Schools should notify the Chester County Health Department by calling 610-344-6452 of any confirmed case of COVID-19 while maintaining confidentiality. The Chester County Health Department will conduct an investigation and contact tracing, and provide appropriate guidance. •The Chester County Health Department will notify the school/coach if staff or students test positive, are exposed, or become ill and have to self-isolate. •The Chester County Health Department will not notify the general community if staff or students test positive, are exposed, or become ill and have to self-isolate. •If a staff member/visitor/student present at one of the school buildings tests 	<p>Victoria Palaia School Nurse</p> <p>Megan Ebright School Nurse</p>	N/A	

	positive for Covid, 21CCCS will send a letter to the applicable staff based on impacted building regarding the 24-hour shutdown of the building for cleaning. Potentially impacted individuals will be contacted by HR or school nurse.	positive for Covid, 21CCCS will send a letter to the applicable staff based on impacted building regarding the 24-hour shutdown of the building for cleaning. Potentially impacted individuals will be contacted by HR or school nurse.			
Other monitoring and screening practices	N/A	N/A	N/A	N/A	N/A

Other Considerations for Students and Staff

Anyone entering a 21CCCS building is required to wear a mask or face covering. If they need to take a brief periodic “fresh air” breaks, they are directed to exit the building before removing their mask and make sure they have it back on before reentering the building. Any staff or students that are at higher risk for severe illness will be asked to attend or participate virtually or staff to reach out to their supervisor for accommodations. All instruction and support will be provided online. Students have access to administration, teachers, school nurses, and school counselors throughout each school day via email, phone, and virtual offices.

In the event of a high level of staff illness, we will work within our staff to ensure appropriate coverage of any teachers who need to be out due to illness and work to ensure we have an adequate number of substitute teachers available for the start of the new school year.

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)
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<p>* Protecting students and staff at higher risk for severe illness</p>	<p>High-risk staff members should reach out to supervisor for accommodations.</p> <p>The IEP Team shall determine how to address the needs of those special education students at higher risk of COVID-19 and shall take into consideration services can be provided in-person or virtually.</p>	<p>High-risk staff members should reach out to supervisor for accommodations.</p> <p>The IEP Team shall determine how to address the needs of those special education students at higher risk of COVID-19 and shall take into consideration services can be provided in-person or virtually.</p> <p>Upon reopening, 21CCCS will reevaluate and continue to adhere to PA Department of Health guidelines.</p>	<p>Supervisors/ Administration</p>	<p>N/A</p>	
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Required by all staff/visitors present in buildings.</p> <p>Staff will be allowed to use cloth masks; additional paper masks will be available at building entrances.</p> <p>Guidelines will be shared regarding proper mask care/hygiene.</p>	<p>Required by all staff/visitors present in buildings.</p> <p>Staff will be allowed to use cloth masks; additional paper masks will be available at building entrances.</p> <p>Guidelines will be shared regarding proper mask care/hygiene.</p>	<p>Victoria Palaia School Nurse</p> <p>Megan Ebright School Nurse</p>	<p>Disposable masks</p>	
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Required by all staff/visitors present in buildings - masks should be worn while entering, exiting, and traveling throughout the building.</p>	<p>Required by all staff/visitors present in buildings - masks should be worn while entering, exiting, and traveling throughout the building.</p> <p>Upon reopening, 21CCCS will</p>	<p>Victoria Palaia School Nurse</p> <p>Megan Ebright School Nurse</p>	<p>Disposable masks</p>	

	<p>Face coverings are required for all students and staff except when: Eating or drinking when spaced at least 3-6 feet apart; Seated at desks or assigned work spaces at least 3-6 feet apart; or Engaged in any activity at least 3-6 feet apart (e.g. face covering breaks, recess, etc.).</p> <p>Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face</p>	<p>reevaluate and continue to adhere to PA Department of Health guidelines.</p> <p>Guidelines will be shared regarding proper mask care/hygiene.</p> <p>Face coverings are required for all students and staff except when: Eating or drinking when spaced at least 3-6 feet apart; Seated at desks or assigned work spaces at least 3-6 feet apart; or Engaged in any activity at least 3-6 feet apart (e.g. face covering breaks, recess, etc.).</p> <p>Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.</p>			
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	<p>coverings. 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.</p> <p>Guidelines will be shared regarding proper mask care/hygiene.</p>	<p>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.</p>			
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>For the majority of our students, all instructional delivery and services are able to be provided virtually. Protocols for students with disabilities will be addressed on a case-by-case basis and appropriate accommodations will be considered to fully support</p>	<p>Students will be required to wear masks, subject to the guidelines above. Social distancing will be enforced should mask wearing not be ideal.</p> <p>Upon reopening, 21CCCS will reevaluate and continue to adhere to PA Department of Health guidelines.</p>	<p>Administration</p> <p>Victoria Palaia School Nurse</p> <p>Megan Ebright School Nurse</p>	<p>Disposable masks</p>	

	<p>their safety and learning to the extent consistent with this Health and Safety Plan and applicable laws and applicable health and safety guidelines.</p>	<p>For the majority of our students, all instructional delivery and services are able to be provided virtually. Protocols for students with disabilities will be addressed on a case-by-case basis and appropriate accommodations will be considered to fully support their safety and learning to the extent consistent with this Health and Safety Plan and applicable laws and applicable health and safety guidelines.</p>			
<p>Strategic deployment of staff</p>	<p>Nearly all instruction/support is offered online. Students have access to administration, teachers, school nurses, and school counselors throughout each school day via email, phone, and virtual offices.</p> <p>School counselors will host assemblies to address social/emotional/mental wellness.</p> <p>Teachers are instructed to reach out to school counselors with specific student cases that need to be followed up on.</p>	<p>Nearly all instruction/support is offered online. Students have access to administration, teachers, school nurses, and school counselors throughout each school day via email, phone, and virtual offices.</p> <p>School counselors will host assemblies to address social/emotional/mental wellness.</p> <p>Teachers are instructed to reach out to school counselors with specific student cases that need to be followed up on.</p>	<p>Administration</p>	<p>Assembly schedule</p> <p>Email blast communications from the school to families.</p>	

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Covid-19 Health & Safety Plan	All staff	Pandemic Response Team	Zoom meeting	Handouts & Guidelines	August 17, 2020	August 17, 2020
Covid-19 Health & Safety Plan	Students/families	Pandemic Response Team	Video	Guidelines and FAQs to be addressed in video	August 27, 2020	Ongoing
Covid-19 Health & Safety Plan	Students	Pandemic Response Team	Virtual Assembly	Led by school nurses and school counselors	August 27, 2020	Ongoing

Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Covid-19 Health & Safety Plan	Students/Families	Brian Cote Director of Curriculum, Assessment & Instruction	Email and post to school website (available in English and Spanish)	August 27, 2020	Ongoing

Health and Safety Plan Summary: 21st Century Cyber Charter School

Anticipated Launch Date: Board Approved: June 23, 2020

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>Buildings are cleaned and sanitized on a daily basis by an outsourced cleaning company(ies). Hand sanitizers, wipes, mask and gloves supplies are available for use by staff and/or visitors to the buildings.</p> <p>We will request CCIU maintenance to check our air ventilation systems and replace air filters more frequently.</p> <p>Each cubicle and office will have a spray bottle with disinfectant and paper towels. Staff will be asked to clean their desk/surfaces at the beginning of the day, after their lunch break and again at the end of the day.</p> <p>Training - video, back to school week PD</p>

Social Distancing and Other Safety Protocols

Requirement(s)

Strategies, Policies and Procedures

*** Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**

*** Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

*** Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**

*** Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

*** Handling sporting activities consistent with the [CDC](#)**

21CCCS will continue to follow and implement social distancing and safety guidelines from the CDC, PA Department of Health and local county health department guidelines. Potential staggered schedule of staff working in the office (5 day cycle) if employees are required/need access to the office. This will accommodate the need to observe necessary separation between staff when visiting the building. Teachers will not be required to come into the school building and will be allowed to work from home during the yellow and green phase.

To continue to implement proper hygiene within the buildings signs will be posted in the restrooms and sink areas reminding staff of proper handwashing techniques. Wipes and disinfecting spray will be made available and staff will be encouraged to use throughout the building to wipe down their work space and any other space used (eg. printers, fax, copiers). In addition, frequent reminders about hand-washing, safety protocols and social distancing procedures will be communicated by emails, and virtual assemblies to staff, students and families. Hand sanitizer will be placed at the entrances of the buildings for staff.

All communal spaces will be restricted from use by staff until further notice. This includes, but may not be limited to, meeting rooms, training rooms, kitchens, lunchrooms, and access to refrigerators/freezers & appliances, drinking fountains and ice machines will not be available. Sinks in kitchens will be available to facilitate required hygiene/hand washing practices.

Individual needs for staff with medical considerations will be addressed on a case by case basis.

Any non-employee is considered non-essential; therefore, vendors, family meetings, prospective family tours, etc. will not have access to 21CCCS buildings until further notice. Deliveries to and pickups from the school buildings must be scheduled/coordinated by the appropriate staff.

New reopening procedures will be reviewed with staff at the beginning of the school year, during virtual PD days. Information will continue to be provided throughout the school year via email and virtual assemblies and training relative to the pandemic conditions continuing to evolve/devolve.

**Considerations for Youth Sports
for recess and physical education
classes**

**Limiting the sharing of materials
among students**

**Staggering the use of communal
spaces and hallways**

**Adjusting transportation
schedules and practices to create
social distance between students**

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

**Coordinating with local childcare
regarding on site care,
transportation protocol changes
and, when possible, revised hours
of operation or modified school-
year calendars**

**Other social distancing and safety
practices**

There are no sporting activities throughout our school

Currently outdoor space is not utilized since there are no students in the building (student attendance is virtual), there are no sporting activities or recess throughout our school.

Communal spaces in our buildings will be off limits until further notice.

Access to communal spaces will be restricted, staff will be instructed to adhere to social distancing protocols when in the hallways

Transportation is not utilized for our students who attend our school, and any student-in person activities (including field trips and outreach events) are cancelled until further notice.

If an IEP Team determines in-person services may resume, Staff or independent contractors providing in-person service will work with the family to provide space, when feasible, in the home or outside, which is open with good ventilation. Depending on services needed, to the maximum extent possible, the service provider and the student will maintain 6 feet of separation and will wear mask or face shield and follow CDC protocols.

Not applicable

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>In an effort to monitor the health of all staff at the 21CCCS buildings, the school will conduct daily temperature checks and health screenings upon arrival. The fact that the staff member was checked will be logged in an effort to keep record of who is in the building each day. As a cyber school, students do not come into our buildings on a regular basis and, in an effort to maintain the safest environment for all staff, students and families, student events and other non-essential in-person appointments at our buildings will be canceled or held virtually whenever possible. Should a staff member become ill or be exposed to an individual confirmed positive for COVID-19, the school will follow the guidelines from the Chester County Health Department (CCHD) in regards to when staff should be excluded from school and for how long based on their individual case. Staff are asked to communicate with their supervisor if they do fit into this category so that the building can be thoroughly cleaned and disinfected; furthermore, if necessary, other staff members with potential contact can be notified to pursue a plan of action. If a student tests positive for COVID-19 or comes in contact with someone who has, 21CCCS will follow the guidelines of CCHD if the student has visited one of the buildings or has been in contact with staff. As a cyber school able to provide curriculum and support entirely online, in-person contact with students is limited. 21CCCS’s HR Manager and School Nurses will work together with staff who have tested positive for COVID-19 or have been exposed to someone confirmed positive to ensure that staff have the support they need and that the school is aware and can react appropriately based on the individual case. Should a staff member feel uncomfortable to return to the office, they are encouraged to speak with their direct supervisor to find a resolution that best meets the needs of our students and school. The Pandemic Response Team will continue to monitor and re-evaluate these plans based on most recent guidelines from organizations like the Pennsylvania Department of Health, Center for Disease Control, and local organizations like the Chester County Department of Health. Members of our administration and our school nurses will monitor student and staff health with the support of the Pandemic Response Team, and will communicate with staff, students, and families on a regular basis regarding the school’s Health and Safety Plan as it changes with the status of the virus. If a situation occurs when the building needs to close for deep cleaning, an email will be sent out to the</p>

	relevant staff notifying them they are to telework until further notice.
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Anyone entering a 21CCCS building is required to wear a mask or face covering. Any staff or students that are at higher risk for severe illness will be asked to attend or participate virtually or staff to reach out to their supervisor for accommodations. All instruction and support will be provided online. Students have access to administration, teachers, school nurses, and school counselors throughout each school day via email, phone, and virtual offices.</p>