



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.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	7
Social Distancing and Other Safety Protocols	8
Monitoring Student and Staff Health	12
Other Considerations for Students and Staff	13
Health and Safety Plan Professional Development	15
Health and Safety Plan Communications	16
Health and Safety Plan Summary	17
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	17
Social Distancing and Other Safety Protocols	17
Monitoring Student and Staff Health	18
Other Considerations for Students and Staff	19
Health and Safety Plan Governing Body Affirmation Statement	20

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: **The Montessori School (TMS)**

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

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

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

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

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Summary of Responses to Key Questions

We plan to open TMS as a total reopening with the option of Distance Learning for some families out of safety/health concerns. Stakeholders were engaged through numerous question/answer forum Zoom meetings, emails and Head of School available for emailed questions/concerns. The plan will be disseminated to the stakeholders through email communication. The Head of School will consult with TMS staff and board to make decisions in regards to school closure or significant changes in operations.

School launch date September 8, 2020 with the option for children ages Kindergarten and younger to begin August 31st as a period to help the children become acclimated to the new school environment.

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **September 8, 2020**

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Laurie Stulb	Staff, Parents, Board of Trustees	Plan Development and Response Team
Seema Khetarpal	New parents / Parent Relations	Plan Development and Response Team
Janet Easlea	All constituencies / Communications	Plan Development and Response Team
Faculty & Staff	Students	Plan Development and Response Team

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: As our top priority, our planning emphasizes 6 foot social distancing in and out of classrooms, frequent and regularly scheduled hand washing with soap and water, use of masks by all adults and children 2 years of age and older, strict limitations on entry into the building by anyone other than staff and students, and exclusion of anyone presenting with fever (100.4°F/38°C) and specific symptoms of illness. We believe, at this time, that rigorous adherence to these guidelines and the protocols below will give our community the greatest chance of ensuring in-person teaching and learning in the coming 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)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains,	<ul style="list-style-type: none"> . Deep cleaning and disinfecting of the building immediately prior to opening. . Removal of carpets and all soft materials from classrooms. . Modifications to and reconfiguration of classroom for social distancing, including furniture placement, availability of individual materials, disinfection station for materials between users, and screens for doors to 	<ul style="list-style-type: none"> . Deep cleaning and disinfecting of the building immediately prior to opening. . Removal of carpets and all soft materials from classrooms. . Modifications to and reconfiguration of classroom for social distancing, including furniture placement, availability of individual materials, disinfection station for materials between users, and 	Laura Stulb, Head of School	EPA approved cleaning materials for disinfecting, whole school and per classroom	Y

<p>hallways, and transportation)</p>	<p>decks to optimize ventilation with fresh air.</p> <ul style="list-style-type: none"> . Scheduling of transitions, bathroom use, recesses to limit interaction between and among classroom cohorts. . Preparation of outdoor environments for use by classes and cohorts. Lysol spray outdoor class space between use. . Disinfecting of playground equipment with 70% alcohol or Lysol. . Assignment of cubbies and lockers for social distancing. . Staff training in protocols for disinfecting classrooms and Montessori materials. . UV unit added to each HVAC unit. 	<p>screens for doors to decks to optimize ventilation with fresh air.</p> <ul style="list-style-type: none"> . Scheduling of transitions, bathroom use, recesses to limit interaction between and among classroom cohorts. . Preparation of outdoor environments for use by classes and cohorts. Lysol spray outdoor class space between use. . Disinfecting of playground equipment with 70% alcohol or Lysol. . Assignment of cubbies and lockers for social distancing. . Staff training in protocols for disinfecting classrooms and Montessori materials. . UV unit added to each HVAC unit. 			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<ul style="list-style-type: none"> . Each classroom will have a separate station for disinfecting materials used by children. Materials will not be used again before they are disinfected. . Classroom furniture, floors, doorknobs, light switches, appliances and devices will be cleaned and disinfected throughout the day with CDC-approved products. . Water fountains (except for the bottle filling station) will not be available; each child must have a personal water bottle. The water filling station will be wiped frequently throughout the day. 	<ul style="list-style-type: none"> . Each classroom will have a separate station for disinfecting materials used by children. Materials will not be used again before they are disinfected. . Classroom furniture, floors, doorknobs, light switches, appliances and devices will be cleaned and disinfected throughout the day with CDC-approved products. . Water fountains (except for the bottle filling station) will not be available; each child must have a personal water bottle. The water filling station will be wiped frequently throughout the day. 	<p>Classroom teachers</p>	<p>Materials needed for cleaning, doors windows in classrooms open to greatest extent possible.</p>	<p>Y</p>

	. Bathrooms will be cleaned every 1-2 hours and a log of users will be maintained.	. Bathrooms will be cleaned every 1-2 hours and a log of users will be maintained.			
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Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- Stable cohorts by classroom; two adults; remain together throughout school day including recess.
- Social distancing at all times; single seating or use of plexiglass dividers.
- No backpacks.
- Daily arrival temperature recording and screening by staff and families; Child escorted from the car directly to the classroom.
- Lunch and snacks for each day with paper napkins and disposable utensils, no microwaves; no saving of unwrapped food.
- Water bottles and thermos clearly labeled with the child's name.
- Face masks/shields worn by adults; masks for children old enough to wear them.
- Children riding a bus or other form of public transportation are required to wear masks during travel; hand sanitizer will be given to each child before entering the building and hand washing will be required immediately upon entering the classroom.
- Separate work areas with personal supplies will be provided for each child.

- Hand washing upon entering school, throughout the day, and before departure in the afternoon.
- Limited number of cohorts in outdoor areas; staggered recess.
- No parents, visitors or volunteers in building, with the exception of essential maintenance and cleaning.
- Staff will receive instruction in all procedures prior to the start of school and throughout the school year. Children will receive initial instruction with daily reminders for all health and safety protocols in each classroom.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> . Desks spaced at 6 foot distances. . Cohort size will be determined by room size. . Use of sneeze guards on larger tables when 6 foot distancing is not viable and to allow some cooperative work and or socializing by students. 	<ul style="list-style-type: none"> . Desks spaced at 6 foot distances. . Cohort size will be determined by room size. . Use of sneeze guards on larger tables when 6 foot distancing is not viable and to allow some cooperative work and or socializing by students. 	Classroom teachers	redesign of physical classroom spaces	N
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> . Snack and lunch will be in classroom or outdoors. . Snacks will be brought in separate disposable bag from home. . Lunches and lunch bags with separate paper napkins and disposable utensils. . Water bottles must be clearly labeled with child's name. . Thermos's for hot (or cold) food may be used. 	<ul style="list-style-type: none"> . Snack and lunch will be in classroom or outdoors. . Snacks will be brought in separate disposable bag from home. . Lunches and lunch bags with separate paper napkins and disposable utensils. . Water bottles must be clearly labeled with child's name. . Thermos's for hot (or cold) food may be used. 	Classroom teachers	none	N
* Hygiene practices for students and staff including the manner and frequency of	<ul style="list-style-type: none"> . Handwashing: <ul style="list-style-type: none"> • upon entering school • before after using common materials • after using restroom 	<ul style="list-style-type: none"> . Handwashing: <ul style="list-style-type: none"> • upon entering school • before after using common materials • after using restroom 	all staff, all students	instruction and signage strategically located	yes

<p>hand-washing and other best practices</p>	<ul style="list-style-type: none"> • before/after snack & lunch • before departure in the afternoon. <p>. Each classroom will have a separate station for disinfecting materials used by children. Materials will not be used again before being disinfected.</p> <p>. Classroom furniture, floors, doorknobs, light switches, appliances and devices will be cleaned and disinfected throughout the day with CDC-approved products.</p> <p>. Water fountains (except for the bottle filling station) will not be available; each child must have a personal water bottle.</p> <p>. Masks will be worn by adults and children at all times.</p>	<ul style="list-style-type: none"> • before/after snack & lunch • before departure in the afternoon. <p>. Each classroom will have a separate station for disinfecting materials used by children. Materials will not be used again before being disinfected.</p> <p>. Classroom furniture, floors, doorknobs, light switches, appliances and devices will be cleaned and disinfected throughout the day with CDC-approved products.</p> <p>. Water fountains (except for the bottle filling station) will not be available; each child must have a personal water bottle.</p> <p>. Masks will be worn by adults and children at all times.</p>			
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>. Signage will be available by the front door of the school and in hallways as needed.</p> <p>. Signage for students will be located in restrooms, classrooms.</p>	<p>. Signage will be available by the front door of the school and in hallways as needed.</p> <p>. Signage for students will be located in restrooms, classrooms.</p>	<p>staff</p>	<p>signs</p>	<p>no</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>. Parents/Visitors will not be allowed inside the school building; this will be re-evaluated as the year progresses.</p> <p>. Only essential workers will be admitted as necessary and must wear masks while in the school.</p>	<p>. Parents/Visitors will not be allowed inside the school building; this will be re-evaluated as the year progresses.</p> <p>. Only essential workers will be admitted as necessary and must wear masks while in the school.</p>	<p>Administrators</p>		<p>yes</p>
<p>* Handling sporting activities for</p>	<p>. PE will be temporarily eliminated. There will be a limited number of</p>	<p>. PE will be temporarily eliminated. There will be a limited number of</p>	<p>staff</p>	<p>instruction</p>	<p>yes</p>

recess and physical education classes consistent with the CDC Considerations for Youth Sports	cohorts in outdoor areas with staggered recess. . More frequent time outdoors will replace PE classes.	cohorts in outdoor areas with staggered recess. . More frequent time outdoors will replace PE classes.			
Limiting the sharing of materials among students	. Separate work areas with personal supplies will be provided for each child. . Shared materials will not be used again until sanitized.	. Separate work areas with personal supplies will be provided for each child. . Shared materials will not be used again until sanitized.	staff	individual supply kits, individual curriculum kits	yes
Staggering the use of communal spaces and hallways	Children will be monitored during bathroom breaks, for instance, and groups will be prevented from mixing in hallways.	Children will be monitored during bathroom breaks, for instance, and groups will be prevented from mixing in hallways.	staff	restroom schedule and log maintenance	yes
Adjusting transportation schedules and practices to create social distance between students	. Children will be escorted from their cars directly to classroom from 3 separate entrances. . Limited "Aftercare" cohort of 12 children all 5 days a week for full year. . No parents/visitors will be allowed inside the school building.	. Children will be escorted from their cars directly to classroom from 3 separate entrances. . Limited "Aftercare" cohort of 12 children all 5 days a week for full year. . No parents/visitors will be allowed inside the school building.	staff		yes
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	. Cohort size will be determined by room size allowing for individual desks 6 feet apart. Toddler: 12 children (1 class only); Children's House: 12 children per class (3 classes); Lower Elementary: 12 children per class (2 classes); Upper Elementary: 26 students (divided into 2 separate areas).	. Cohort size will be determined by room size allowing for individual desks 6 feet apart. Toddler: 12 children (1 class only); Children's House: 12 children per class (3 classes); Lower Elementary: 12 children per class (2 classes); Upper Elementary: 26 students (divided into 2 cohorts).	staff	N/A	No

	. A single classroom cohort will not be mixed with any other while inside the building. . All classrooms at TMS have their own means of accessibility to the outdoors.	. A single classroom cohort will not be mixed with any other while inside the building. . All classrooms at TMS have their own means of accessibility to the outdoors.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	. Administrators handle bus transportation with other schools when necessary. . Children riding a bus or other form of public transportation are required to wear masks during travel; hand sanitizer will be given to each child before entering the building and handwashing will be required immediately upon entering the classroom.	. Administrators handle bus transportation with other schools when necessary. . Children riding a bus or other form of public transportation are required to wear masks during travel; hand sanitizer will be given to each child before entering the building and handwashing will be required immediately upon entering the classroom.	Administrators	N/A	yes
Other social distancing and safety practices					

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- Self-quarantine for 14 days if:
 - In contact with anyone or attended an event at which a person or persons has tested positive for COVID-19.
 - Travel to a current CDC “hotspot” and/or location on the Pennsylvania “no travel” list.
 - International travel.
 - Travel by plane.
 - Waiting on COVID-19 test results.
- Report to school administration if anyone in family:
 - Has any COVID-19 symptoms (loss of taste/smell, fever, cough, cold/flu-like symptoms, etc).
 - Has had contact with anyone or attended an event at which a person or persons has tested positive for COVID-19.
 - Any positive COVID-19 test results within my family cohort.
- During School:
 - Temperature and screening before leaving car for students and upon arrival in office for staff.
 - Children with a temperature of 100.4°F (38°C) or higher must be picked up from school; a child with a fever in school may not return to school before 24 hours from the onset of the fever, and must be fever-free without fever reducing medication upon return. This is our standard guideline for illness.
 - Parents must have plans in place to pick up a sick child within **one hour** of being called by the school.
 - Children who have symptoms of illness without a temperature may be excluded from the classroom.
 - Children who present with one or more symptoms of COVID-19 (loss of taste/smell, fever, cough, cold/flu-like symptoms, etc.) must be seen by their pediatrician and follow any medical requirements for testing quarantining; parents must notify the school of testing results.

- If at any time a student, employee, or family member contracts COVID-19 and has had contact with the community, Head of School will follow the guidance of the Montgomery County Office of Public Health and most recent guidelines from the state when deciding whether to require quarantine, what to close and whether for a short or extended period of time.
- Exclusion and Return to School:
 - If a student has been in close contact (within 6 feet for more than 15 minutes) then the student needs to stay home/quarantine for 14 days after the Covid positive contact has been released from isolation.
 - If the student is positive they need to stay home 14 days since onset of symptoms and must be fever free for 48 hours before returning to work.
- Families will receive updates to the Health and Safety Plan immediately upon a change through school Constant Contact communication, school website and or Zoom meetings.
- Students unable to return to school or excluded from school for illness will have access to asynchronous TMS Distance Learning.
- All staff members will be trained to monitor student’s health according to this plan and all updated guidelines before school opens and throughout the year via Zoom staff meetings.
- Recording of daily attendance, abnormal temperature and screening for students and staff in-school database will measure compliance and success of implementation.

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	<ul style="list-style-type: none"> . Pre-opening COVID Community Commitment must be completed before opening, and will govern behaviors throughout the school year. . Notification by families and staff of travel within one month of return to school to PA identified COVID-19 "hotspots". . Daily screening questionnaire and temperature record completion by families and staff. 	<ul style="list-style-type: none"> . Pre-opening COVID Community Commitment must be completed before opening, before returning after absence, and on a regular basis throughout the year. . Notification by families and staff of travel within one month of return to school.to PA identified COVID-19 "hotspots". . Daily screening questionnaire and temperature record completion by families and staff. 	Laura Stulb, Head of School	Montco Exclusion from School Guidelines	Yes

* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	. Students with symptoms and /or fever will be isolated in a designated “sick” room outside the classroom and the office area. . Children who have symptoms of illness without a temperature may be excluded from the classroom. . Parents must have plans in place to pick up a sick child within one hour of being called by the school.	. Students with symptoms and /or fever will be isolated in a designated “sick” room outside the classroom and the office area. . Children who have symptoms of illness without a temperature may be excluded from the classroom. . Parents must have plans in place to pick up a sick child within one hour of being called by the school.	Laura Stulb, Head of School	Montco Exclusion from School Guidelines	Yes
* Returning isolated or quarantined staff, students, or visitors to school	. Children who present with one or more symptoms of COVID-19 must be seen by their pediatrician and follow doctor referral for COVID testing. Students and adults quarantined for 14 days must be without fever for 48 hours and symptom free.	. Children who present with one or more symptoms of COVID-19 must be seen by their pediatrician and follow doctor referral for COVID testing. Students and adults quarantined for 14 days must be without fever for 48 hours and symptom free.	Laura Stulb, Head of School	Montco Exclusion from School Guidelines	Yes
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	All communication is regularly emailed and posted for parents, staff, and board members.	All communication is regularly emailed and posted for parents, staff, and board members.	Janet Easlea / Communications	Access to school data and regional, state guidelines	N
Other monitoring and screening practices	Temperature taking and recording of adults and children at midday.	Temperature taking and recording of adults and children at midday.	All staff	Thermometers; iPad	yes

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as support for social emotional wellness at school and at home?

Summary of Responses to Key Questions: Prevention is key to our ability to remain open.

- Masks will be required by all children 2 years and older and all adults.
- Social distancing will be practiced at all times. Cohorts and their staff will not mix.
- Due to the reduction in staff and exclusion of visitors, etc. from the building availability of substitutes will be difficult. Art teacher who is on staff and one former staff member, who will sign Community Commitments may act as substitutes. Distance Learning Program will be available to those excluded from school due to illness.

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	Masks and social distancing will be required. All health and safety protocols in this plan have been designed to provide protection to those at higher risk.	Masks and social distancing will be required. All health and safety protocols in this plan have been designed to provide protection to those at higher risk.	Laura Stulb, Head of School	Reopening Plan, Distance Learning Plan	yes
* Use of face coverings (masks or face shields) by all staff	Face masks/shields worn by all adults.	Face masks/shields worn by all adults.	Laura Stulb, Head of School	Reopening Plan, Distance Learning Plan	yes
* Use of face coverings (masks or face shields) by older students (as appropriate)	Masks required for all children 2 years and older.	Masks required for all children 2 years and older.	Laura Stulb, Head of School	Reopening Plan, Distance Learning Plan	yes
Unique safety protocols for students with complex needs or	. Requiring masks be worn, enforcing strict social distancing, and adhering to rigorous	. Requiring masks be worn, enforcing strict social distancing, and adhering to rigorous	Laura Stulb, Head of School	Reopening Plan, Distance Learning Plan	yes

other vulnerable individuals	disinfecting protocols to protect these individuals. . No masks at napping. . Staff will work with parents and students to address social/emotional needs of children.	disinfecting protocols to protect these individuals. . No masks at napping. . Staff will work with parents and students to address social/emotional needs of children.			
Strategic deployment of staff	. Staff has been reduced to a lead teacher and one assistant per classroom, art teacher/substitute and 3 Administrators. . Staff will not be congregating together. . Distance Learning for students excluded from school.	. Staff has been reduced to a lead teacher and one assistant per classroom, art teacher/substitute and 3 Administrators. . Staff will not be congregating together. . Distance Learning for students excluded from school.	Laura Stulb, Head of School	Reopening Plan, Distance Learning Plan	yes

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
Cleaning, Disinfecting	All staff Parents Students	Laura Stulb, Head of School	Zoom; in-classroom instruction	Reopening Plan	Summer 2020	Reminders updated throughout school year
Safety Protocols, Class rooms, bathrooms, recess	All staff Parents Students	Laura Stulb, Head of School	Zoom; in-classroom instruction	Reopening Plan classroom guidelines	Summer 2020	Reminders updated throughout school year
Monitoring Student and staff health. Temperature monitoring, screening questions, illness and exclusion from school	All staff Parents Students	Laura Stulb, Head of School	Zoom; in-classroom instruction	Thermometers, screening tool, ipad use for daily recording, Community Commitment agreement, Exclusion from School Guidelines from Montco Dept Public Health	Throughout school year	Reminders updated throughout school year

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health & Safety Concerns	Parents, staff, board members, Montco Office of Public Health	Laura Stulb, Head of School	Content to be outlined weekly in emailed "Summer Flyers", Zoom meetings, emails, phone calls as needed	July 2020	Through school year 2020-21
School Information & Concerns	Parents, staff, board members	Laura Stulb, Head of School	Content to be outlined weekly in emailed "Friday Flyers", Zoom meetings, emails, phone calls as needed	Summer 2020	June 2021
"As concerns arise"	Parents, staff, board members	Laura Stulb, Head of School	Content to be outlined in emailed "Friday Flyers", Zoom meetings, emails, phone calls as needed	TBD	TBD

Health and Safety Plan Summary: **The Montessori School (TMS)**

Anticipated Launch Date: **August 31, 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
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none">. Each classroom will have a separate station for disinfecting materials used by children. Materials will not be used again before they are disinfected.. Classroom furniture, appliances and devices will be cleaned and disinfected throughout the day with CDC-approved products.. Water fountains (except for the bottle filling station) will not be available; each child must have a personal water bottle.. Classroom doors (to interior hallway and to outside) and windows will be open as much as possible.. Restrooms sprayed with sanitizer after use by each cohort and/or midmorning and midday.

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	<ul style="list-style-type: none">. Social distancing at all times; single seating or use of plexiglass dividers. Separate work areas with personal supplies will be provided for each child at 6 foot distances.. Lunch and snacks in classrooms with paper napkins and disposable utensils, no microwaves; no saving of unwrapped food.. Handwashing upon entering school, throughout the day, and before

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

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

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

*** Handling sporting activities consistent with the [CDC 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

departure in the afternoon. Staff, especially those with younger children, may wear smocks as a means of self-protection.

. Signage will be made and posted as necessary in classrooms, hallways, restrooms, entrances.

. Limited number of cohorts in outdoor areas; staggered recess.

. Separate work areas with personal supplies will be provided for each child at 6 foot distances.

. Personal yoga mats for student floor work and outdoor classroom use, sanitized daily. Mats will not be shared.

. Children will each provide a personal water bottle labeled with their names. No use of water fountains.

. Morning drop-off and afternoon pick-up from 3 different locations to stagger hallway traffic; students wait in cohort for afternoon pick-up.

. Class/cohort size limited to number of individual workspaces with 6 foot distances. No in-building interaction among cohorts.

. No Morning Care, students go directly to classrooms beginning at 8:20AM.

. Limit of 12 children in Aftercare cohort, same 12 at all times throughout year, no drop-ins permitted. Aftercare hours reduced by 1/2 hour (as it was in previous years) to 3:00-5:30PM.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> . Daily arrival temperature recording and screening by staff. . Children with a temperature of 100.4°F (38°C) or higher must be picked up from school; a child with a fever in school may not return to school before 24 hours from the onset of the fever, and must be fever-free without fever reducing medication. This is our standard guideline for illness.
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> . Parents must have plans in place to pick up a sick child within one hour of being called by the school.
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> . Children who have symptoms of illness without a temperature may be excluded from the classroom.
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> . Children who present with one or more symptoms of COVID-19 must be seen by their pediatrician and provide a doctor's note for return to school.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> . Face masks/shields worn by adults; masks required for children 2 years and older; enforcing strict social distancing, and adhering to rigorous disinfecting protocols.
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> . Staff reduction to limit interaction in cohorts.
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> . No masks at napping.
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<ul style="list-style-type: none"> . Reduction of staff to establish stable cohorts.
<p>Strategic deployment of staff</p>	

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **The Montessori School** reviewed and approved the Phased School Reopening Health and Safety Plan on July 20, 2020.

The plan was approved by a vote of:

 8 Yes

 0 No

Affirmed on: July 20, 2020

By:



(Signature of Board President)*

Karen Walsh

(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.