



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:

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

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

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

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

Type of Reopening

Key Questions

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

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

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

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): December 1, 2020 (virtual start is August 24, 2020)

KIPP is currently planning to open 100% virtual for the 2020-21 school year. KIPP will distribute chromebooks and school supplies to families the week prior to the first day of school to ensure families have the tools they need for remote learning. KIPP is also working with the city's efforts to provide internet access to any family that is not currently connected. During the first week of school, teachers will meet with families individually or in a small group to provide an in-depth orientation on the educational software students will be using throughout the year. We have tentatively set December 1st as the first day we would start a hybrid model. In a hybrid model, students would be broken up into two

groups, the first group would attend on Monday and Tuesday and the second group would attend on Thursday and Friday. On Wednesdays and the days students are not scheduled to be in the building, students will be engaged in remote learning. In December, we expect over 50% of our families will elect to stay virtual (Parent Survey Data July 2020).

KIPP has worked with our stakeholders throughout the planning process for the 2020-21 school year. KIPP set up a committee structure that included administrators, staff, social workers, parents, and teachers. Committees focused on the following areas of work: 1) Instruction 2) Family Engagement and Communication 3) Student Wellness 4) Operations, Health and Safety 5) Employee Experience and 6) Special Education and Student Supports. All of the recommendations from the committees were reviewed by principals and school leaders in a bi-weekly approval process. Additionally, KIPP held staff and parent town halls in the spring and summer to present updates on the planning process to obtain feedback and answer questions. Both groups were also surveyed to gather input.

The Family Engagement Committee created a communication family plan, which includes an update every Monday sent to families through ParentSquare, our family notification system, updating our website to include a specific page of parent virtual learning resources, and individual connections with families by teachers and staff. Our regional team and operations teams are working to keep community partners and the public updated through social media, direct contacts and our website.

Future decisions about students returning to the building or if we have returned and need to move back to virtual will be made with guidance from Philadelphia Department of Health, School District of Philadelphia, CDC, and state officials. Our Senior Leadership Team will review current data, information and guidance to make decisions to keep our students and staff safe.

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Tracy MacArthur	Pandemic Coordinator	Both, MD of Regional Operations
Molly Eigen	Administrator	Both, CAO
Jessica Cunningham Akoto	Administrator	Both, CEO

Natalie Wiltshire	Administrator	Both, COO
Kimani Love	Staff	Both, DOO KPEA
Andrea Leach	Staff	Both, DOO KWPEA
Levi Rogers	Staff	Both, DOO KDCA
Michael Cortez	Staff	Both, Regional Compliance Manager
Sam Brew	Staff	Both, Human Resources
Patrice Green	Staff	Both, DOO KWPP
Nafisah Innis	Support Staff	Both, Operations Manager KPPA
Ashley Jackson	Support Staff	Both, Operations Manager KPEA
Phil Arendall	Staff	Both, DOO KPPA
Chris Jones	Staff	Both, DOO KNPA
Carrie Jolley	Staff	Both, Sr. Director of Special Projects
Tiffany Harris	Administrator	Both, Head of Schools
Amanda Keyes	Parent	Health and Safety Plan Development
Tonya Harris	Health Services	Health and Safety Plan Development, MACCS
Toya	Parent	Health and Safety Plan Development
Amanda Neill	Administrator	Both, MD of Student Supports
Danielle Cooper-Williams	Staff	Health and Safety Plan Development
Jill Farrara	Staff	Health and Safety Plan Development
Ivana Gasiorowski	Principal	Both

Ben Speicher	Principal	Both
Isaiah Walker	Principal	Both
Melissa Poorman	Principal	Both
Cheshonna Miles	Principal	Both
Mariel Ziegler	Principal	Both
Harmon Reeves	Community	Both, Team Clean (Maintenance and Cleaning Services)

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 a confirmed positive case.

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:

KIPP Philadelphia Public Schools contracts with Team Clean Inc. to provide cleaning and sanitation in its buildings. Team Clean staff have been trained and certified with the American Bio Recovery Association. KIPP worked with Team Clean to provide robust cleaning and sanitization procedures in place prior to the Covid-19 pandemic. These procedures are implemented throughout all of our schools and will continue to be implemented with the addition of enhanced COVID-19 cleaning protocols. The Director of Operations and Lead Custodian at each site collaborate regularly to ensure that cleaning protocols address the variety of potential threats posed by communicable illness, including Covid-19. All daily cleaning in buildings will be followed with disinfecting high touch areas, such as doorknobs, desks, toilets, faucets, sinks, etc. These areas will be cleaned several times a day. EPA registered cleaning supplies will continue to be used and secured by Team Clean. Additionally, hand sanitizing stations are being added throughout the buildings including classrooms.

KIP will increase the levels of ventilation and filtration in its existing HVAC equipment subject to capacity limits on the existing systems, including the installation of MERV 13 filters where appropriate. Ventilation systems are being adjusted to increase circulation of outdoor air.

KIPP has procured sufficient amounts of supplies needed for the school year assuming appropriate use. To supplement the regular custodial staff, KIPP is adding additional Team Clean staff for the purpose of cleaning high touch surfaces frequently throughout the day in every school. After school and overnight custodial staff will provide thorough cleanings of school buildings. As reported cases arise, the staff will provide additional targeted sanitization to identified areas. In confirmed or probable cases, the area will be closed, ventilated and cleaned when safe to do so. Custodial staff will be provided with PPE for use when cleaning areas with confirmed cases as needed. Custodial staff are provided with ongoing staff development through Team Clean.

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>Enhanced cleaning and sanitizing protocols, including high cleaning and disinfecting high touch areas every four hours. Additional team clean staff will supplement our regular custodial staff to clean high touch surfaces in schools throughout the day.</p> <p>Custodial staff will provide thorough cleanings of buildings during hours when schools are not in session.</p> <p>Each staff member is provided with a bottle of disinfectant and clothes to wipe down surfaces, manipulatives, classroom materials, etc. in classrooms.</p> <p>Specific areas will be provided additional and targeted cleaning (ex. Nursing office, special education classrooms).</p> <p>KIPP will increase the levels of ventilation and filtration in its existing HVAC equipment subject to capacity limits (includes installation of MERV 13 filters where appropriate).</p> <p>When positive cases of COVID-19 are known, schools will be sanitized before the return of students and staff.</p> <p>When a positive Covid-19 case is identified, the custodial staff will clean the area as soon as safely possible. Custodial staff will be provided with</p>	<p>Enhanced cleaning and sanitizing protocols, including high cleaning and disinfecting high touch areas every four hours. Additional team clean staff will supplement our regular custodial staff to clean high touch surfaces in schools throughout the day.</p> <p>Custodial staff will provide thorough cleanings of buildings during hours when schools are not in session.</p> <p>Each staff member is provided with a bottle of disinfectant and clothes to wipe down surfaces, manipulatives, classroom materials, etc. in classrooms.</p> <p>Specific areas will be provided additional and targeted cleaning (ex. Nursing office, special education classrooms).</p> <p>KIPP will increase the levels of ventilation and filtration in its existing HVAC equipment subject to capacity limits (includes installation of MERV 13 filters where appropriate).</p> <p>When positive cases of COVID-19 are known, schools will be sanitized before the return of students and staff.</p> <p>When a positive Covid-19 case is identified, the custodial staff will clean the area as soon as safely possible. Custodial staff will be provided with</p>	<p>Managing Director of Regional Operations/ Direction of Operations</p>	<p>Supplemental custodial staff</p> <p>Purchase of large volume of cleaning supplies</p> <p>Support from Philadelphia Department of Health to guide custodial staff in event of outbreaks</p>	<p>Y</p>

	PPE when necessary to clean Covid-19 positive areas. These areas will be ventilated to the outside first when possible to reduce contamination. Unnecessary and /or porous furniture will be removed to facilitate cleaning.	PPE when necessary to clean Covid-19 positive areas. These areas will be ventilated to the outside first when possible to reduce contamination. Unnecessary and /or porous furniture will be removed to facilitate cleaning.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	KIPP is working with the School District of Philadelphia (who manages transportation services) to ensure outlined sanitation processes are implemented. https://www.philasd.org/transportation/covid-19-information-page/	Same as yellow phase	Director of Operations	No additional materials, resources, and or supports needed at this time	N

Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions:

Summary of Responses to Key Questions:

In December, KIPP will implement social distancing in both yellow and green phases. KIPP has created plans and protocols for school operations to maintain social distancing for arrival, dismissal, classroom transitions, daily operations. KIPP will also follow the Philadelphia DOH, PA-DOH and PDE guidance provided.

Classroom spaces are being organized to facilitate the maximum amount of space (at least 6 feet) between students and between students and staff. In all cases this means removal of unnecessary furniture to allow minimal furniture in the room. Collaborative type furniture such as kidney shaped tables will have plastic shielding installed as an additional layer of mitigation if the distance is less than 6 feet. Students will be assigned seats in class. Both breakfast and lunch will be served in the classroom to limit possible exposure in multi-use cafeterias. Classes will be arranged to keep groups of students as static as possible and will not have more than 15 students in each cohort. Teachers will rotate through classes while students remain in the same classroom for the day.

KIPP will stagger arrivals and dismissals to permit health screening and social distancing. Parents/guardians will be encouraged to drive their children to school or allow them to walk when walking may be done safely. KIPP is working with the School District of Philadelphia (who manages transportation services) to ensure outlined sanitation processes are implemented. <https://www.philasd.org/transportation/covid-19-information-page/> SDP has stated they will be following the initial CDC guidelines for buses.

Procedures are being developed to avoid groups of students and staff from congregating at the start and end of the school day, during class changes, and during drills (lock-down, fire drills etc.) through building level Health and Safety Teams. Signage, floor and wall decals and colored tape will be installed in school buildings to remind students and staff of the social distancing guidelines. The leadership teams are working with the operations teams to explore large group spaces such as auditoriums and gyms and determine what modifications will be needed to accommodate students for classes.

Students and staff will participate in education about disease prevention including prevention of COVID-19. Elementary age students will participate in required, guided hand sanitizing before meals and snacks and other times as deemed necessary by teachers and nurses. Students will be frequently reminded to wash their hands and additional hand-sanitizer stations will supplement the ones already in place. In both yellow and green phases, KIPP will restrict visitors to schools including parents, guardians and vendors. Meetings will take place virtually to avoid spread of communicable disease and allow for efficient contact tracing when needed. Exceptions will be made for visitors as required by law, for repair personnel, emergency personnel or others as deemed necessary by the Principal or designee. Extensive communication of these measures will take place prior to the start of the school year to facilitate understanding and cooperation. Training will be provided to staff virtually in August and in-person PD prior to the start of in-person instruction. This will include health and safety measures/protocols, particularly in health hygiene practices and proper use of PPE. Students will receive training prior to the start of the school year and ongoing throughout the school year. This information will also be provided to community members. KIPP Regional Leadership will review and approve training materials and programs by August 15, 2020.

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>Blended learning with half students learning two days per-week in buildings and three days per-week remote in the home. This will allow for at least 6ft between students. Students will be assigned seats.</p> <p>Removing unnecessary items from the room, repositioning desks to maintain maximum social distance.</p> <p>All student desks will face the front of the classroom.</p> <p>Teachers' desks will be at least 6ft from the nearest student desk</p>	<p>Same as yellow</p>	<p>MD of Regional Operations/School DOO</p>	<p>Classroom set up, purchase partitions, storage of extra furniture of classrooms</p>	<p>Y</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Breakfast, lunch, and snack will be served in classrooms to maintain student cohorts.</p> <p>Virtual: Students will be provided a breakfast and lunch meal for each school day they are virtual when departing school building as the end of the in-session day.</p> <p>If enrolled in 100% virtual learning option, students can pick up a box of five breakfast and five lunches at the school site.</p>	<p>Same as yellow phase</p>	<p>School DOO</p>	<p>Additional insulated food containers, trash cans, and custodial resources</p>	<p>Y</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>There will be mandatory hand washing/ hand sanitizing upon arrival to school before meals and snacks and additionally throughout the day as time permits. All schools will have additional hand sanitizer stations. Students will be educated and reminded about health hygiene practices.</p> <p>Staff will complete COVID training and they will be instructed to engage in</p>	<p>Same as yellow phase</p>	<p>Principal</p>	<p>Additional hand sanitizer and hand sanitizer stations, soap, paper towels, paper/lamination for signage.</p>	<p>Y</p>

	regular hand washing and hand sanitizer use. There will be signage throughout all schools reminding students and staff of the importance of good hygiene and how to prevent the spread of COVID.				
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<p>Signage that is age and developmentally appropriate in all school buildings for students. Signage will be posted in all prominent areas throughout the schools and outside entrances. Materials will be printed in staff rooms and other locations visible to staff members.</p> <p>Students and staff will follow visual cues including signage, decals, and colored tape indicating social distancing parameters and traffic flow through building entrances, exits and common areas. Maximum capacity signage will be posted for common areas to help facilitate safe distancing.</p> <p>Elevators: signage by elevators; no more than 1 or 2 (depending on the elevator) to occupy and elevator at a time with each person standing in each corner of the elevator; stairs are to be used when possible.</p>	Same as yellow phase	School DOO	Paper, lamination, and materials to hang/post signs. Decals to place on flooring	N
* Identifying and restricting non-essential visitors and volunteers	<p>Access to all buildings is limited to staff and students from the particular building.</p> <p>Restrict visitors and volunteers, including parents/guardians. Exceptions for necessary delivery and repairs, and others as deemed necessary by the principal or designee.</p>	Same as yellow phase	School DOO	IT resources for virtual communications/meetings, signage noting restrictions to visitors, communication to all stakeholders.	N

<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Playground equipment will be restricted or not used with enhanced cleanings after each use. Students will be required to wear masks while using equipment. Sets of playground equipment will be provided for the student cohort.</p> <p>Open space activities - walking/jogging, dancing, and non-contact activities that can maintain social distancing will be facilitated by staff</p> <p>All athletic activities subject to PIAA and Governors' guidelines</p>	<p>Same as yellow but will adjust sports activities based on PIAA and Governor's guidelines.</p>	<p>Principal</p>	<p>Cleaning materials, and materials for non-contact exercise (mats).</p>	<p>Y</p>
<p>Limiting the sharing of materials among students</p>	<p>Avoid sharing electronics, books, manipulatives, and other materials that cannot be regularly cleaned.</p> <p>Clean and disinfect items on a daily basis</p> <p>Staff will clean and disinfect tools and equipment after each use</p>	<p>Same as yellow phase</p>	<p>Principal</p>	<p>Purchase of 1:1 devices, additional manipulatives and materials, cleaning supplies, and custodial support.</p>	<p>Y</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Schedule transitions to limit the number of students in hallway</p> <p>Teachers will rotate between classes to minimize the need for student transitions</p> <p>Stagger arrival and dismissal to allow for students to social distance</p> <p>Staggered schedule for recess and use of outdoor space</p> <p>Students will not be using their lockers</p>	<p>Same as yellow phase</p>	<p>Principal</p>	<p>Custodial support</p>	<p>N</p>

<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Implement assigned seating. One student will be seated to every other bench. Students from the same household will be permitted to sit together. No students will be assigned to the bench on the bus directly behind the driver.</p> <p>Roof hatches and windows will be opened whenever possible to allow for the best ventilation</p> <p>Buses will be cleaned daily with emphasis on high touch areas and an EPA approved disinfectant spray applied on Fridays.</p> <p>Drivers, attendants and all students will wear masks while riding the bus at all times.</p>	<p>Same as yellow phase</p>	<p>School DOO</p>	<p>Providing masks for students if they do not have a mask.</p> <p>Transportation schedules</p>	<p>N</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Blended learning with half students learning two days per-week in buildings and three days per-week remote in the home. This will allow for at least 6ft between students. Furniture will be rearranged to maximize social distancing. Students will stay with their cohorts as much as possible.</p> <p>Remove unnecessary items from the room, repositioning desks to maintain maximum social distance.</p> <p>Teaches will rotate to classrooms to limit student transitions.</p>	<p>Same as yellow</p>	<p>Principal</p>	<p>Storage of extra furniture, custodial support to move and rearrange furniture</p>	<p>Y</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes</p>	<p>KIPP will coordinate with local childcare/after school providers regarding transportation and protocol changes on the days the students have in-person learning. On the days</p>	<p>Same as yellow phase</p>	<p>School DOO</p>	<p>N/A</p>	<p>N</p>

and, when possible, revised hours of operation or modified school-year calendars	students are virtual, families will have to coordinate childcare.				
Other social distancing and safety practices	KIPP will continue to focus, monitor and adjust social distancing and safety practices as appropriate.	Same as yellow phase	School DOO/Principal	As more information becomes available	N

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- 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 confirm 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:

Summary of Responses to Key Questions:

Parents/guardians of students will be asked to screen their children at home for symptoms of COVID-19. Children that have a temperature of 100.4 or above, feel ill, or have symptoms of illness/are not feeling well should not come to school. Staff will also be asked to complete screening at home, follow the criteria for exclusion from school, and complete testing for Covid-19 following the same requirements outlined for students. Both staff and students will also have their temperatures checked at the entrance of the building.

The CDC requirements for Covid-19 testing include any of the following: cough, shortness of breath or difficulty breathing OR two of the following: fever, chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, diarrhea or new loss of taste or smell. If symptomatic or exposed to someone with COVID-19, both staff and students will follow CDC guidelines for quarantining and returning to school. The school will monitor staff and students who become symptomatic or require quarantine due to a sick contact. Consistent with PA regulation for communicable diseases, if an individual in a school or office is confirmed, suspects, or has been in contact with someone confirmed to have COVID-19, KIPP's point of contact will notify PDPH and receive direction on next steps that could include, and are not limited to, whether to quarantine the class or school; providing necessary information for PDPH to conduct contact tracing; and when individuals can resume school or work. A staff member or student who is positive for COVID-19 will have to meet the following criteria to return 1) at least 10 days since the onset of symptoms AND 2) until fever free off anti-fever medications for 3 days AND 3) symptoms are improving. Repeat COVID testing is not required to return to the school.

Students or staff who have had close contact (within 6 feet for more than 15 minutes) with a person with a positive Covid-19 test or who have had a positive test themselves will be excluded from school until the requirements of the PDPH are met. Parents/guardians or staff with questions about exclusion, screening protocols, or COVID-19 testing requirements will be directed to contact the School Nurse. Students who are excluded from school will have the opportunity to access their education and educational materials.

The School Nurse will take temperatures and provide nursing assessments of students or staff who are not feeling well at school. The School Nurse may take temperatures and assess students at high risk of Covid-19 infections and/or of students with communication needs. The School Nurse may also take temperatures and assess the staff who work closely with high risk students. When deemed necessary by the School Nurse, students or staff will be sent home. Students with symptoms suggestive of Covid-19 will be isolated in a separate area designated for this purpose until picked up by a parent/guardian.

Our schools have nurses staffed by MACCS Health Services, LLC. KIPP has been working with MACCS to create a plan for staffing and supporting the school. Each school has a nurse staffed all day. A separate area will be established for the isolation of students with Covid-19 symptoms until they are picked up by a parent/guardian. Our nursing office will have enhanced cleaning by custodial staff and by nurses. When the School Nurse receives a report of a positive or probable Covid-19 test of a student or staff member,

they will contact the PDPH. School Nurses, together with the Director of Operations will monitor illness trends including Covid-19. Changes to procedures will be implemented as necessary and communicated to parents/guardians and staff.

The school leadership will work together to communicate health and safety matters regularly and at times where it is important to communicate information quickly. KIPP follows the guidance of the Pennsylvania Department of Health and PDPH in matters of reportable communicable disease. If a case (confirmed or suspected) of Covid-19 is reported to us by a parent/guardian, the school would promptly call PDPH who can confirm the case or provide information that lab testing was negative and provide guidance as to notification to parents/guardians and staff as well as exclusion and/or quarantine information. Decisions regarding closures of a specific school or schools are made at the guidance of or in collaboration with PDPH. Any decision regarding closure(s) will be communicated to parents/guardians and staff through our ParentSquare system (phone/email), via Website notification and other forums as needed. Changes in safety protocols and updates about matters regarding health and safety will be communicated regularly to parents/guardians.

Students and families will be able to opt into a full virtual option. Staff can inquire about accommodations for remote work, which will be reviewed on a case by case basis. An Employee Guidance document has been provided along with two information sessions to provide staff the options for vulnerable population employees who may seek accommodations and leaves.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Parents/guardians will be asked to take the temperatures of their children and complete a screening tool via an app at home daily before arrival to school. Additionally, students' temperatures will be taken at the time of arrival. KIPP will communicate to parents/guardians to keep students home as indicated by the screening tool. Students who are not feeling well or have symptoms of illness even without fever should not come to school. Students who have travelled to a state or country with a high incidence of Covid-19 as identified by the CDC will not be permitted to</p>	<p>Same as yellow</p>		<p>Purchase of 60 infrared thermometers for use in schools and buildings</p> <p>Pocket size screening tools for staff developed, printed and laminated,</p> <p>Information communicated via messenger and website</p> <p>Screening tools provided to families</p> <p>Identified isolation room</p>	<p>Y</p>

	<p>attended school until the CDC required period of exclusion is complete.</p> <p>Students who have close contact with or have had a positive Covid-19 test must meet the requirements as detailed by the CDC to return to school.</p> <p>The PA Department of Health has provided a screening tool for COVID-19 assessment, testing and exclusion which will be shared with parents. If a student has any one of the following symptoms, testing for Covid-19 is required: cough, shortness of breath or difficulty breathing. If a student has any two of the following symptoms testing for Covid-19 is required: fever (or being treated with Ibuprofen (Advil) or acetaminophen (Tylenol), chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, diarrhea or new loss of taste of smell. Parents/guardians will be directed to call the school nurse with questions. Staff will follow the same requirements listed above for students.</p> <p>The school nurse will take temperatures and provide nursing assessment of students who are not feeling well at school. The school nurse may also take temperatures of medically fragile or other high-risk students</p> <p>When deemed necessary by the School Nurse, parents/guardians will be expected to promptly pick up the student from school. Staff with</p>			<p>Sufficient nursing staff to implement OPH requirements</p>	
--	---	--	--	---	--

	<p>symptoms of COVID-19 will be sent home. Students with symptoms of COVID-19 will remain in a separate area until picked up by parent/guardian.</p> <p>When the School Nurse receives a report of a positive test or probable positive test from a parent/guardian or staff member, the School Nurse will contact the PDPH. Notifications to other staff or students of a probable or positive case are at the direction of or in collaboration with the PDPH.</p>				
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Following CDC and PDPH guidelines a student who exhibits the following symptoms while at school:</p> <ul style="list-style-type: none"> - Cough or shortness of breath unrelated to a pre-existing condition OR - Any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell <p>Will be escorted by an adult to a designated isolation room where the nurse will perform appropriate assessment and determine disposition of student.</p> <p>Parent/guardian will be notified to pick up students as soon as possible and given instructions to contact healthcare provider.</p> <p>Staff who develop symptoms associated with COVID-19 while at work will notify the principal immediately and promptly return home and contact their health provider.</p>	Same as yellow phase	School Nurse	Support from the Montgomery County Office of Public Health (OPH)	Y

<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>KIPP will follow the COVID-19 school exclusion requirements provided by the CDC and PDPH for staff and students. KIPP will contact the PDPH with any questions about exclusion and return of students or staff.</p> <p>When determined to be COVID-19 positive the staff member or student will remain home until all of the following are true:</p> <ul style="list-style-type: none"> - At least 10 days since onset of symptoms AND - Until fever free off anti-fever medications for 3 days AND - Improvement in respiratory symptoms - <i>NOTE The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to school.</i> <p>When determined to be COVID-19 negative the staff member or student will remain home until:</p> <ul style="list-style-type: none"> - The individual meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hour without medication OR - A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school <p>When COVID-19 testing was not completed the staff member or student will remain home until all of the following are true:</p>	<p>Same as yellow</p>	<p>School Nurse</p>	<p>Support from Philadelphia DOH</p>	<p>Y</p>
--	--	-----------------------	---------------------	--------------------------------------	----------

	<ul style="list-style-type: none"> - At least 10 days since the onset of symptoms AND - Fever free without anti-fever medications for 3 days AND - Symptoms are improving, - A clinician has evaluated the child and documented an alternative diagnosis and the student may return to school 				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>Post and update when needed the Health and Safety Plan on the KIPP website for the entire school community.</p> <p>Post educational flyers delineating safety protocols in all KIPP buildings</p> <p>Provide regular updates of the educational plan on the KIPP website</p> <p>Prepare families for the return to 100% remote learning in the event that school is temporarily shutdown.</p>	Same as yellow	Principal	No additional materials, resources, and or supports needed at this time	N
Other monitoring and screening practices	N/A	N/A	N/A	N/A	N/A

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 supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

All students, staff, parents/guardians will be required to wear a face covering while on school property, on drop off and pick up, and on school buses. Face covering means a covering of the nose or mouth that is secured to the head with ties, straps or loops over the ears or is wrapped around the lower face (ex. "gaitor"). A plastic face shield that covers the nose and mouth and/or face shield that covers face to below chin is also an acceptable face covering. KIPP will provide each student and staff member 1 cloth face mask. Students may have an exemption from wearing a face covering due to medical conditions or disabilities as documented in accordance with the Americans with Disabilities Act (ADA) or Individuals with Disabilities Education Act (IDEA) that precludes the wearing of a face mask. Accommodations for these students will be made in partnership with the student's health care provider, the school nurse and the IEP or 504 team. Face coverings may be removed when 1) when outdoors and at least 6 feet from others 2) for meals, snacks, or drinking when spaced at least 6 from others 3) on masks breaks when at least 6 feet from others, which can last no longer than 10 minutes, and 4) when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Many students will need education, reminders and assistance with wearing face coverings. Some staff who work with students who may not be able to socially distance or wear a mask will require a face shield instead of or in addition to a mask. Face shields will be provided to these staff members (ex. specific special education staff, nursing staff, psychologists, related service providers, counselors, specific K teachers). We will encourage staff with high risk for severe illness (as identified by the CDC) to contact Human Resources to discuss options. Procedures to monitor staff attendance will be implemented to best anticipate and predict substitute teacher needs. There will be collaboration with the HR department on this matter. When known, nursing staff will identify students at high risk for severe illness. We anticipate some parents/guardians of students at high risk will choose KIPP's all virtual option.

There will be a multi-tiered response to address the social/emotional needs of students. Universal social/emotional supports will be provided to all students and some of the supports include the following: social/emotional learning lessons provided in the classroom, opportunities for closure with last school year, welcoming messages/communication and resources provided to students and families prior to the start of school, procedures to identify students and families in need, and teachers assigned to all students to provide regular check-ins. Those students with a higher level of need will be provided support from members of the building-based Student Services team. Additionally, referrals to community-based providers will be made when supports exceed what can be provided in the school setting.

Every student is entitled to a free and appropriate public education (FAPE) including services, accommodations or both based on their individual education plan (IEP) or 504. The 504 or IEP team should determine a student's ability to socially distance, wear face coverings and comply with other PDE and PA DOH pandemic requirements and make recommendations as necessary.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Staff with high risk for severe illness (as identified by the CDC) will be encouraged to contact Human Resources to discuss options. Nurses will work to identify students at high risk of COVID-19 or students with communication difficulties and routinely screen these children as appropriate. We anticipate some parents of students at high risk will choose KIPP's all virtual option.</p>	<p>Same as yellow phase</p>	<p>COO</p>	<p>Screening device</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>All staff will be required to wear face coverings throughout the day.</p> <p>Face covering means a covering of the nose and mouth that is secured to the head with ties, straps or loops over the ears or is wrapped around the lower face (ex. "gaitor"). A face covering can be made with a variety of synthetic or natural fabrics, including cotton, silk or linen and can include a plastic face shield that covers the nose and mouth.</p> <p>Staff must wear a face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities</p>	<p>Same as yellow phase</p>	<p>Principal</p>	<p>Masks and face shields</p>	<p>Y</p>

	Act, that precludes the wearing of a face covering in school.				
* Use of face coverings (masks or face shields) by older students (as appropriate)	<p>All students will be required to wear face coverings throughout the day.</p> <p>Face coverings may be removed when 1) when outdoors and at least 6 feet from others 2) for meals, snacks, or drinking when spaced at least 6 feet from others 3) on masks breaks when at least 6 feet from others, which can last no longer than 10 minutes, and 4) when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</p> <p>Students who have a medical or mental health condition or disability documented in accordance with the American Disabilities Act or IDEA that precludes the wearing of a face mask may be exempt from the requirement to wear one.</p> <p>Face covering means a covering of the nose and mouth that is secured to the head with ties, straps or loops over the ears or is wrapped around the lower face (ex. "gaitor"). A face covering can be made with a variety of synthetic or natural fabrics, including cotton, silk or linen and can include a plastic face shield that covers the nose and mouth.</p>				
Unique safety protocols for students with	Every student with a disability is entitled to a free appropriate public education including services, or accommodations, or both based on				

<p>complex needs or other vulnerable individuals</p>	<p>their individualized education program (IEP) or 504 Plan. It may not be feasible, depending on the needs of the individual child or adolescent, to adhere to distancing guidelines. Teams should determine a student's ability to meet distancing guidelines on a case by case basis, which may require creative solutions. If a student with a disability is unable to follow the distancing or other health and safety guidelines, schools should at all times follow applicable federal and state law, and take the following steps:</p> <ul style="list-style-type: none"> ● Collaborate with student's parent/guardian, medical provider, certified school nurse and school administrators to develop an appropriate educational plan of care for students (i.e., 504 Plan or IEP); the team will determine how to meet student needs safely ● The team will consider remote learning options when appropriate ● Staff who work closely with students who are unable to socially distance or wear a mask will require a face shield instead of or in addition to a mask. ● KIPP will provide face shields to these staff members (ex. specific special education staff, nursing staff, psychologists, related service providers, etc). 				
<p>Strategic deployment of staff</p>					

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
COVID-19 Employee Health and Safety Training	Staff	CAO	Virtual PD	Signage regarding proper hygiene practices, videos and other tools for modeling, ample supply of soap and hand sanitizer (additional information noted in tables above)	8/10/2020	Ongoing
Cleaning and sanitizing practices	Team Clean	Regional Manager, Team Clean	Onsite training	Cleaning materials and outline of cleaning practices (additional information noted in tables above)	8/15/2020	Ongoing
Social distancing and other safety protocols for students and staff	Staff	Principal	Virtual PD	Signage regarding social distancing, expectations regarding use of outdoor space for academic instruction, videos and	8/10/2020	Ongoing

				other tools for modeling (additional information noted in tables above)		
Trauma informed care and other trauma-based supports	Staff	Principal	Virtual PD	Partnership with RHD	8/10/2020	Ongoing
Health Room Operations	Operations and Nursing Staff	MACCS	Virtual PD	MACCS contract, PPE	7/23/2020	Ongoing
COVID-19 Health and Safety Training	Students and Families	Principal	Virtual	Masks, face shields, Signage regarding social distancing, expectations regarding use of outdoor space for academic instruction, videos and other tools for modeling (additional information noted in tables above)	8/15/2020	Ongoing
KIPP Health and Safety Plan Implementation	Leadership and Operations	CAO	Virtual/In-Person PD	Same as above	8/10/2020	Ongoing
KIPP Health and Safety Plan Implementation	Staff	Principal	Virtual/In-Person PD	Same as above	8/10/2020	Ongoing

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Student hygiene- prevention of communicable disease	Guardians/Families	Head of Schools	ParentSquare and posting on website and social media	August 2020	Ongoing
Cleaning and sanitizing practices	Guardians/Families	Head of Schools	ParentSquare and posting on website and social media	August 2020	Ongoing
Monitoring student health	Guardians/Families	Head of Schools	ParentSquare and posting on website and social media	August 2020	Ongoing
Social distancing and other safety protocols for students	Guardians/Families	Head of Schools	ParentSquare and posting on website and social media	August 2020	Ongoing
Health and safety considerations for students and families	Guardians/Families	Head of Schools	ParentSquare and posting on website and social media	August 2020	Ongoing
Health, Safety and Education During COVID-19	Guardians/Families	CAO/Principal	Virtual Town Hall	July 2020	August 2020

Health and Safety Plan Summary: **KIPP Philadelphia Public Schools**

Anticipated Launch Date: December 1, 2020 (virtual start is August 24, 2020)

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Enhanced cleaning and sanitizing protocols, including high cleaning and disinfecting high touch areas every four hours. Additional team clean staff will supplement our regular custodial staff to clean high touch surfaces in schools throughout the day.</p> <p>Custodial staff will provide thorough cleanings of buildings during hours when schools are not in session.</p> <p>Each staff member is provided with a bottle of disinfectant and clothes to wipe down surfaces, manipulatives, classroom materials, etc. in classrooms.</p> <p>Specific areas will be provided additional and targeted cleaning (ex. Nursing office, special education classrooms).</p> <p>KIPP will increase the levels of ventilation and filtration in its existing HVAC equipment subject to capacity limits (includes installation of MERV 13 filters where appropriate).</p> <p>When positive cases of COVID-19 are known, schools will be sanitized before the return of students and staff.</p> <p>When a positive Covid-19 case is identified, the custodial staff will clean the area as soon as safely possible. Custodial staff will be provided with PPE when necessary to clean Covid-19 positive areas. These areas will be ventilated to the outside first when possible to reduce contamination.</p> <p>Unnecessary and /or porous furniture will be removed to facilitate cleaning</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Blended learning with half students learning two days per-week in buildings and three days per-week remote in the home. This will allow for at least 6ft between students. Students will be assigned seats.</p> <p>Removing unnecessary items from the room, repositioning desks to maintain maximum social distance.</p> <p>All student desks will face the front of the classroom.</p> <p>Teachers' desks will be at least 6ft from the closest student desk</p> <p>Breakfast, lunch, and snacks will be served in classrooms to maintain student cohorts.</p> <p>There will be mandatory hand washing/hand sanitizing upon arrival to school before meals and snacks and additionally throughout the day as time permits. All schools will have additional hand sanitizer stations. Students will be educated and reminded about health hygiene practices.</p> <p>Staff will complete COVID training and they will be instructed to engage in regular hand washing and hand sanitizer use. There will be signage throughout all schools reminding students and staff of the importance of good hygiene and how to prevent the spread of COVID</p>
<p>Limiting the sharing of materials among students</p>	<p>Signage that is age and developmentally appropriate in all school buildings for students. Signage will be posted in all prominent areas throughout the schools and outside entrances. Materials will be printed in staff rooms and other locations visible to staff members.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Students and staff will follow visual cues including signage, decals, and colored tape indicating social distancing parameters and traffic flow through building entrances, exits and common areas. Maximum capacity signage will be posted for common areas to help facilitate safe distancing.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Elevators: signage by elevators; no more than 1 or 2 (depending on the elevator) to occupy and elevator at a time with each person standing in each corner of the elevator; stairs are to be used when possible.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Elevators: signage by elevators; no more than 1 or 2 (depending on the elevator) to occupy and elevator at a time with each person standing in each corner of the elevator; stairs are to be used when possible.</p>

<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>Access to all buildings is limited to staff and students from the particular building.</p> <p>Restrict visitors and volunteers, including parents/guardians. Exceptions for necessary delivery and repairs, and others as deemed necessary by the principal or designee.</p> <p>Playground equipment will be restricted or not used with enhanced cleanings after each use. Students will be required to wear masks while using equipment. Sets of playground equipment will be provided for the student cohort.</p> <p>Open space activities - walking/jogging, dancing, and non-contact activities that can maintain social distancing will be facilitated by staff</p> <p>All athletic activities subject to PIAA and Governors' guidelines</p> <p>Avoid sharing electronics, books, manipulatives, and other materials that cannot be regularly cleaned.</p> <p>Clean and disinfect items on a daily basis</p> <p>Staff will clean and disinfect tools and equipment after each use</p> <p>Schedule transitions to limit the number of students in hallway</p> <p>Teachers will rotate between classes to minimize the need for student transitions</p> <p>Stagger arrival and dismissal to allow for students to social distance</p> <p>Staggered schedule for recess and use of outdoor space</p> <p>Students will not be using their lockers</p>
---	--

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Parents/guardians will be asked to take the temperatures of their children and complete a screening tool via an app at home daily before arrival to school. Additionally, students' temperatures will be taken at the time of arrival. KIPP</p>

*** Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**

*** Returning isolated or quarantined staff, students, or visitors to school**

Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols

will communicate to parents/guardians to keep students home as indicated by the screening tool. Students who are not feeling well or have symptoms of illness even without fever should not come to school. Students who have travelled to a state or country with a high incidence of Covid-19 as identified by the CDC will not be permitted to attend school until the CDC required period of exclusion is complete.

Students who have close contact with or have had a positive Covid-19 test must meet the requirements as detailed by the CDC to return to school.

The PA Department of Health has provided a screening tool for COVID-19 assessment, testing and exclusion which will be shared with parents. If a student has any one of the following symptoms, testing for Covid-19 is required: cough, shortness of breath or difficulty breathing. If a student has any two of the following symptoms testing for Covid-19 is required: fever (or being treated with Ibuprofen (Advil) or acetaminophen (Tylenol), chills, fatigue, myalgia, headache, sore throat, congestion, nausea, vomiting, diarrhea or new loss of taste or smell.

Parents/guardians will be directed to call the school nurse with questions. Staff will follow the same requirements listed above for students.

The school nurse will take temperatures and provide nursing assessment of students who are not feeling well at school. The school nurse may also take temperatures of medically fragile or other high-risk students

When deemed necessary by the School Nurse, parents/guardians will be expected to promptly pick up the student from school. Staff with symptoms of COVID-19 will be sent home. Students with symptoms of COVID-19 will remain in a separate area until picked up by parent/guardian.

When the School Nurse receives a report of a positive test or probable positive test from a parent/guardian or staff member, the School Nurse will contact the PDPH. Notifications to other staff or students of a probable or positive case are at the direction of or in collaboration with the PDPH.

Following CDC and PDPH guidelines a student who exhibits the following symptoms while at school:

- Cough or shortness of breath unrelated to a pre-existing condition
OR
- Any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell

	<p>Will be escorted by an adult to a designated isolation room where the nurse will perform appropriate assessment and determine disposition of student.</p> <p>Parent/guardian will be notified to pick up students as soon as possible and given instructions to contact healthcare provider.</p> <p>Staff who develop symptoms associated with COVID-19 while at work will notify the principal immediately and promptly return home and contact their health provider</p>
--	---

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* 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>Staff with high risk for severe illness (as identified by the CDC) will be encouraged to contact Human Resources to discuss options. Nurses will work to identify students at high risk of COVID-19 or students with communication difficulties and routinely screen these children as appropriate. We anticipate some parents of students at high risk will choose KIPP's all virtual option.</p> <p>All staff will be required to wear face coverings throughout the day.</p> <p>Face covering means a covering of the nose and mouth that is secured to the head with ties, straps or loops over the ears or is wrapped around the lower face (ex. "gaitor"). A face covering can be made with a variety of synthetic or natural fabrics, including cotton, silk or linen and can include a plastic face shield that covers the nose and mouth.</p> <p>Staff must wear a face covering (mask or face shield) unless they have a medical or mental health condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering in school.</p> <p>All students will be required to wear face coverings throughout the day. Face coverings may be removed when 1) when outdoors and at least 6 feet from others 2) for meals, snacks, or drinking when spaced at least 6 feet from others 3) on masks breaks when at least 6 feet from others, which can last no longer than 10 minutes, and 4) when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</p>

	<p>Students who have a medical or mental health condition or disability documented in accordance with the American Disabilities Act or IDEA that precludes the wearing of a face mask may be exempt from the requirement to wear one.</p> <p>Every student with a disability is entitled to a free appropriate public education including services, or accommodations, or both based on their individualized education program (IEP) or 504 Plan. It may not be feasible, depending on the needs of the individual child or adolescent, to adhere to distancing guidelines. Teams should determine a student's ability to meet distancing guidelines on a case by case basis, which may require creative solutions. If a student with a disability is unable to follow the distancing or other health and safety guidelines, schools should at all times follow applicable federal and state law, and take the following steps:</p> <ul style="list-style-type: none">● Collaborate with student's parent/guardian, medical provider, certified school nurse and school administrators to develop an appropriate educational plan of care for students (i.e., 504 Plan or IEP); the team will determine how to meet student needs safely● The team will consider remote learning options when appropriate● Staff who work closely with students who are unable to socially distance or wear a mask will require a face shield instead of or in addition to a mask.● KIPP will provide face shields to these staff members (ex. Specific special education staff, nursing staff, psychologists, related service providers, etc)
--	---

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **KIPP Philadelphia Public Schools** reviewed and approved the Phased School Reopening Health and Safety Plan on **September 9, 2020**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on September 9, 2020:

By:

(Signature of Board President)*

(Print Name of Board President)

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

Appendix A; KIPP Sample Hybrid Weekly Schedule

Kindergarten

100% Return to 15 student classrooms 4 days a week

Monday	Tuesday	Wednesday	Thursday	Friday
In-School/ In-Person	In-School/ In-Person	Remote Learning	In-School/ In-Person	In-School/ In-Person

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

Grades 1st – 12th

50% Return - Hybrid Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-Person	Group A: In-School/ In-Person	Groups A & B - Remote Learning	Group A: Remote Learning	Group A: Remote Learning
Group B: Remote Learning	Group B: Remote Learning	Groups A & B - Remote Learning	Group B: In-School/ In-Person	Group B: In-School/ In-Person

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

