



# ARP ESSER Health and Safety Plan Guidance & Template

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Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

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

Initial Effective Date: **July 1, 2021**

Date of Last Review: **December 8, 2021**

Date of Last Revision: **December 3, 2021**

1. **How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

KIPP Philadelphia Public Schools (KIPP) has developed a network pandemic response team lead by our Managing Director of Regional Operations. The team meets weekly to review current transmission data, CDC, state and local guidelines and makes any necessary adjustments to the health and safety plan.

We have established a COVID-19 Reopening “Playbook” to guide all staff on the proper implementation of our mitigation strategies, following the Swiss Cheese Model of mitigation adopted from the Cleveland Clinic that focuses on mask wearing, social distancing, improved ventilation, enhanced cleaning practices, and increased hand hygiene. The playbook walks staff through the implementation of these strategies during all school activities, including classroom instruction, mealtimes, staff meetings, arrival and dismissal.

Additionally, we have established a communication guide to ensure all staff and families receive any pertinent updates, remind of safety measures, share vaccination information and allow for feedback.

2. **How will the LEA ensure continuity of services, including but not limited to services to address the students’ academic needs, and students’ and staff members’ social, emotional, mental health, and other needs, which may include student health and food services?**

All classrooms and teachers have been set up to pivot to virtual instruction, should a student, classroom, grade level or school need to pivot to virtual instruction due to quarantine needs or staffing challenges related to COVID-19. Each school has invested in technology infrastructure, providing a 1:1 model for students, owl cameras to facilitate learning in the classroom for virtual students, and online learning platforms. . KPPS has also applied and been granted ECF funds to provide chromebooks for students to access in their homes. We are currently moving through procurement which will move us to a 2:1 model.

We have also opted to remain an SSO site to allow us to serve food to students who are learning virtual and any members of the community that need access to meals. Meal pick-up days occur twice a week at our campuses.

We have expanded our social work and student services teams to continue to support all students and families-whether virtual or in person-through this difficult time, connecting with resources and increasing counseling supports for those that need it.

**3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.**

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p><b>a. Universal and correct wearing of <a href="#">masks</a>;</b></p>	<ul style="list-style-type: none"> <li>● Face masks must be worn by all students, staff and visitors at all times when inside the school building except:               <ul style="list-style-type: none"> <li>- For medically exempt individuals</li> <li>- When students are seated during mealtime (with physical distancing in place)</li> <li>- During designated student mask breaks (with physical distancing in place)</li> <li>- When a staff member is alone in a classroom/office (should always have masks in public spaces that are shared with students like the hallway).</li> <li>- Outside</li> </ul> </li> <li>● Masks cannot be neck gaiters, vented, or anything that obstructs the vision of the person wearing it.</li> <li>● Schools will have a supply of disposable masks to provide to staff and students should they need one.</li> <li>● Parents/caregivers are required to wear face masks for drop-off and/or pick-up.</li> <li>● Schools must have a supply of disposable masks in the front office for any office visitors who arrive without one.</li> <li>● Staff and students must exercise caution when removing face coverings, always store it out of reach of other students, and wash hands immediately after removing it.</li> <li>● Masks must be replaced if contaminated (become wet, are torn, or handled with unclean hands). Staff and students are encouraged to bring additional clean face masks each day if their covering is soiled or lost. If a spare is unavailable, the school will provide either a cloth or disposable mask.</li> <li>● Nursing staff and adults working with vulnerable students must also wear masks and gloves at all times. Additional PPE including goggles, face shields, and plexiglass may also be utilized when appropriate.</li> <li>● <u>Masks are not allowed:</u> <ul style="list-style-type: none"> <li>● By children under the age of 2.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● By children during naptime.</li> <li>● By anyone unconscious or unable to remove the mask without assistance.</li> <li>● If an individual has breathing problems or another medical condition preventing the use of a mask, they must formally request accommodations. <ul style="list-style-type: none"> <li>- If staff: they must submit a request, medical documentation, and be approved for ADA accommodations with Human Resources</li> <li>- If student: they must submit a request, medical documentation, and be approved for temporary 504 accommodations.</li> <li>- Specialized settings and clinicians may have separate face covering requirements due to the specifics of their work with students.</li> </ul> </li> </ul>
<p>b. <b>Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);</b></p>	<ul style="list-style-type: none"> <li>● All classrooms have been set up to space student desks at least three feet apart. Desks have been purchased to replace small group tables so students can be spaced out.</li> <li>● Staff lounge use should be limited to quick, in-then-out activities such as filling water bottles, heating food, or retrieving items from the refrigerator.</li> <li>● Staff must maintain social distancing requirements including maintaining 3 feet of personal space and wearing masks.</li> </ul>
<p>c. <b><a href="#">Handwashing and respiratory etiquette</a>;</b></p>	<p>All children, staff, and volunteers must engage in hand hygiene at least once every two hours including at the following times:</p> <ul style="list-style-type: none"> <li>● As you enter and exit the building</li> <li>● As you enter and exit the classroom</li> <li>● Before and after eating or handling food, or feeding children</li> <li>● Before and after administering medication or medical ointment</li> <li>● Before and after diapering</li> <li>● Before and after using the toilet or helping a child use the bathroom</li> <li>● After coming in contact with bodily fluid (blowing nose, sneezing, etc.)</li> <li>● After playing outdoors</li> <li>● After handling garbage</li> <li>● Before and after using shared equipment or supplies</li> </ul>

	<ul style="list-style-type: none"> <li>• Hand sanitizer will be provided in all classrooms and common spaces for use when washing hands is not an option.</li> <li>• Sanitizing stations are set up outside of classrooms and large common spaces.</li> <li>• School staff will supervise younger students when they use hand sanitizer to prevent ingestion and to ensure they are using it properly.</li> <li>• Teachers explicitly teach hand washing expectations and supervise as needed.</li> <li>• Signage is posted inside bathrooms describing handwashing steps.</li> </ul>
<p>d. <b><u>Cleaning</u> and maintaining healthy facilities, including improving <u>ventilation</u>;</b></p>	<p>Cleaning:</p> <ul style="list-style-type: none"> <li>• We have hired additional custodial staff to enhance the daily cleaning of our schools and using disinfectants identified by the CDC and EPA as <a href="#">approved for safe and effective use against coronavirus</a>.</li> <li>• To ensure constant cleanliness, all classrooms and common areas will be thoroughly cleaned and disinfected daily.</li> <li>• Restrooms will be cleaned and disinfected every 2 hours</li> <li>• Other surfaces in high traffic areas, such as railings, doors, etc., will be regularly cleaned/disinfected several times per day.</li> <li>• Spray bottles and paper towels will also be made available throughout the building. All KIPP staff should feel empowered to use disinfecting spray between scheduled cleanings.</li> </ul> <p>Ventilation:</p> <ul style="list-style-type: none"> <li>• Installed ionizers in all classrooms and large meeting areas</li> <li>• Increased outside air to classrooms</li> <li>• Replaced and cleaned HVAC filters and upgraded where possible</li> <li>• Staff are to keep one window and doors open during the school day to increase air ventilation.</li> </ul>
<p>e. <b><u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u>, in collaboration with the State and local health departments;</b></p>	<p>If a student or staff member test positive for COVID-19, the following process for isolation, quarantining, and contact tracing occurs:</p> <ul style="list-style-type: none"> <li>• The school Director of Operations, school nurse or principal notifies network pandemic liaison of the positive case via Slack.</li> <li>• The network pandemic liaison coordinates the contact tracing process, including identifying close contacts and classroom quarantines</li> <li>• The case is reported to the Philadelphia Department of Public Health and any additional recommendations are completed.</li> </ul>

	<ul style="list-style-type: none"> <li>• All students and staff who are determined close contact are immediately notified to begin quarantine, following guidelines of the Philadelphia Department of Public Health</li> <li>• Communication is sent to the school community notifying them of the case and confirming all close contacts have been identified</li> <li>• Rooms are cleaned and disinfected after 24 hours, in accordance with CDC guidelines.</li> </ul>
<p><b>f. <u>Diagnostic and screening testing;</u></b></p>	<p>All staff and students are required to complete a health screen at home and are to remain home if they are experiencing symptoms, tested positive for COVID, or have been a close contact of someone that has tested positive for COVID (*Note, vaccinated individuals do not need to quarantine if they are a close contact and are not experiencing symptoms).</p> <p>Visitors and volunteers will undergo a health screen upon arrival.</p> <p>Any student or staff member experiencing symptoms are immediately brought to the designated isolation space and evaluated by our nursing staff. If a student or staff member is experiencing symptoms that indicate that it might be COVID, they are required to return with a negative COVID PCR test OR quarantine for 10 days. We are offering through a partnership with CHOP to provide onsite COVID antigen testing. Both staff and students can opt to test onsite if they are experiencing symptoms. For any student, the guardian MUST provide written consent and be notified via phone prior to testing for symptoms.</p> <p>Additional randomized COVID-19 monitoring/testing may be implemented if/when community and or school level infection data reach more substantial levels.</p> <p>With the updated guidance from CDC and the PA Department of Health, KPPS may start a test-to-stay policy for close contacts. This would mean that unvaccinated close contacts would be systematically and allowed to stay in the building as long as they test negative and remain symptom free.</p>
<p><b>g. <u>Efforts to provide vaccinations to school communities;</u></b></p>	<p>KIPP is partnering with local community organizations to promote and provide vaccine clinics in the area. We have been posting our social media since the spring about local events and direct everyone to the Philadelphia Department of Public Health COVID Vaccine Hub webpage to connect all families with current vaccine opportunities.</p> <p>In partnership with the School District of Philadelphia and CHOP, we were able to provide the opportunity for free vaccines for all staff and contractors who worked in our schools. Throughout the summer, we have gathered vaccine information on our new staff.</p>



	<p>Staff will be provided additional paid time off in order to get vaccinations and vaccination boosters, once available.</p> <p>In January, KPPS will be hosting two vaccination clinics in partnership with CHOP. The clinics will be open to all student and staff and include the option to get a booster shot for those that are eligible.</p>
<p>h. <b>Appropriate accommodations for students with disabilities with respect to health and safety policies; and</b></p>	<p>Our school nurse and special education team have worked with any of our students with disabilities and their families to evaluate their ability to meet the health and safety procedures set forth in this plan and put in place appropriate accommodations to the health and safety policy as needed, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Scheduled mask breaks</li> <li>2. Additional time outside</li> </ol>
<p>i. <b>Coordination with state and local health officials.</b></p>	<p>Our network pandemic liaison has established a relationship with the COVID Schools Team at the Philadelphia Department of Public Health and communicates regularly with that team for guidance related to COVID-19 positive cases, close contacts, school closure and other mitigation strategies.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **KIPP Philadelphia Public Schools** reviewed and approved the Health and Safety Plan on **September 1, 2021 and updated plan on December 8, 2021.**


The plan was approved by a vote of:

  11   Yes

   0    No

Updates Affirmed on: **September 1, 2021**

By:



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Samantha Wilson Jones

*(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.