



## Phased School Reopening Health and Safety Plan

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*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.*

**The Pennsylvania State Board of Private Academic Schools enacts the following pandemic policy for all private schools licensed by the Board for the 2020-2021 school year.**

*Prior to returning students to school buildings and offering in-person instruction, all private academic schools licensed by Pennsylvania State Board of Private Academic Schools shall create and implement a Pandemic Health and Safety Plan based on the on-going guidance from the [Pennsylvania Department of Health](#), [Pennsylvania Department of Education \(see Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools\)](#), and the federal Centers for Disease Control and Prevention (CDC).*

*Each school should create a Health and Safety Plan which will serve as the local guidelines for all school reopening activities. As with school emergency plans, the Health and Safety Plan should be tailored to the unique needs of the school community and license category and should be created in consultation with local health agencies, if possible. Schools should consider public health best practices for social distancing, face coverings, hand hygiene, and cleaning and disinfecting.*

The Health and Safety Plan shall contain, at minimum, the following elements for re-opening in person schooling:

- Plans for sanitizing prior to opening.
  - Plans for on-going sanitizing once school is in operation.
  - Plans for flushing the water system and ventilating the building prior to use if the building has been sitting idle.
  - Plans for training all staff on the Health and Safety Plan.
  - Plans for communicating the guidelines to students and families.
  - Plans for safely transporting students, if applicable.
  - Guidelines for handwashing.
  - Guidelines for face coverings for staff, family members, and students of different age groups
  - Guidelines for social distancing in classroom and common spaces.
  - Guidelines for limiting outside visitors to the school.
  - Guidelines for limiting interactions between groups.
  - Guidelines for restricting spaces that multiple groups use, such as gyms and cafeterias.
  - Guidelines for all outdoor activities, including playground use of equipment and sports activities.
  - Guidelines for monitoring and isolating sick children.
  - Guidelines for protection of students, staff, and family members at high-risk of severe illness.
  - Plans for implementing remote learning to accomplish social distancing if necessary and if schools are required to close.
- Licensed Private Academic Schools shall keep a copy of their Pandemic Health and Safety Plan on file at the school and available to Pennsylvania Department of Education staff upon request.

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*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: Montessori Academy of Chambersburg

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):**

August 24, 2020: Toddlers through kindergarten students.

August 31, 2020: Students in grades 1-8.

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Heather Edmond	Administration	Both (Plan Development and Response Team)
Barbara Kehr	Administration	Both (Plan Development and Response Team)
Dr. Angelique Ridore	Board/parent/physician	Both (Plan Development and Response Team)
Kim Frohm	Nurse	Both (Plan Development and Response Team)
Cathy Davidson, Alicia Runkle, Alison Gilbert	Teachers	Health and Safety Plan Development

## 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:

A local cleaning service, Betterment Cleaning, is in the process of deep cleaning the building to prepare for the start of the school year. Just before school opens, they will disinfect the entire building. Our cleaning company has access to the disinfection supplies needed to meet OSHA and CDC requirements. The building will be cleaned twice a week and disinfected each morning prior to student and staff arrival. Students and staff will use hand sanitizer when entering the building and students will use sanitizer after using each Montessori material in the classroom. Teachers will disinfect materials at the end of the school day and will disinfect tables prior to and following lunch. All staff will be trained in cleaning, sanitizing, and disinfecting prior to the start of the school year by a board member who works in the WellSpan system and who is knowledgeable about sanitizing protocols. Staff will be given a quiz at the end of the training to measure their understanding of cleanliness and sanitizing protocols.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	P D ?
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>					
<b>Training all Staff on Cleaning, Sanitizing, Disinfecting, and Ventilation</b>	All staff scheduled to monitor on-campus care will participate in a review of the Health and Safety Plan, including cleaning, sanitizing, and disinfecting.	All staff will be trained in the Health and Safety Plan, including cleaning, sanitizing, and disinfecting prior to the start of the school year. Staff will be assessed at the end of the training to measure their understanding of cleanliness and sanitizing protocols.	Heather Edmond, Director of Education  and  Angelique Roidore, Board Member and Wellspan doctor	Printed guidelines on cleaning, sanitizing, disinfecting, and ventilation. Posters for classroom reference.  Staff assessment	Yes
<b>Sanitizing Prior to Opening</b>	A local cleaning service, Betterment Cleaning, will deep clean the building to prepare for the start of the school year. Just before school opens, they will disinfect the entire building.	A local cleaning service, Betterment Cleaning, will deep clean the building to prepare for the start of the school year. Just before school opens, they will disinfect the entire building.	Barbara Kehr, Executive Director	Betterment Cleaning company will provide supplies and services	No
<b>Flushing the Water System and Ventilating Prior to Opening</b>	The water system has been maintained during school closure.  The building will be ventilated with open windows and interior doors, allowing for	The water system has been maintained during school closure.  The building will be ventilated with open windows and interior doors, allowing for outdoor air	Eric Walker, Board Member	None	No

	outdoor air circulation, prior to the beginning of the school year.	circulation, prior to the beginning of the school year.			
<b>Regular Cleaning, Sanitizing of the Building: Offices, Classrooms, Hallways, Bathrooms, etc.</b>	Areas of the building that are in use will be disinfected early each morning at least two hours prior to student and staff arrival and areas being used cleaned twice a week. Areas that are not in use will be locked.	Areas of the building that are in use will be disinfected early each morning at least two hours prior to student and staff arrival and cleaned twice a week.	Barbara Kehr, Executive Director	Betterment Cleaning company will provide supplies and services	No
<b>Periodic Cleaning, Sanitizing, and Ventilation of the Building throughout the School Day.</b>	On-campus staff will disinfect high touch surfaces in the classrooms, bathrooms, and workspaces throughout the day and at specified times and transitions. Teachers will disinfect tables prior to and following lunch. All classrooms have windows that will be opened to allow air circulation with the outdoors, weather permitting.	Teachers and staff will disinfect high touch surfaces in the classrooms, bathrooms, and workspaces throughout the day, at least 3 times a day and at any time there is a concern for contamination. Teachers will disinfect tables prior to and following lunch. All classrooms have windows that will be opened to allow air circulation with the outdoors, weather permitting.	Heather Edmond, Director of Education	Hand sanitizer and sanitizing supplies  Nitrile Gloves	Yes
<b>Sanitizing shared student learning materials and staff work materials</b>	Students and staff present in the building will wash or sanitize their hands prior to using any shared	Students and staff will wash or sanitize their hands prior to using any shared materials. Materials will be treated	School staff trained in cleaning and sanitizing procedures	Sanitizing wipes/sprays  Nitrile Gloves	Yes

	<p>materials. Materials will be treated regularly with sanitizers, as needed. Teachers will disinfect materials at the end of the school day.</p> <p>K-8 Students will participate in Distance Learning, limiting their interaction with shared materials.</p>	<p>regularly with sanitizers, as needed. Teachers will disinfect materials at the end of the school day.</p>			
<p><b>Cleaning and Sanitizing of Bathrooms</b></p>	<p>Each level of students who are present will have their own assigned bathrooms (located in the classroom for toddlers through third grade).</p> <p>Bathrooms will be sanitized daily before student arrival.</p> <p>High touch surfaces in the bathrooms will be periodically sanitized throughout the day. Universal masking in restrooms, as in all parts of the school, will be mandatory. All individuals will sanitize their hands prior to entering restrooms</p>	<p>Each class of students will have their own assigned bathroom (located in the classroom for toddlers through third grade). Bathrooms will be sanitized daily before student arrival.</p> <p>High touch surfaces in the bathrooms will be periodically sanitized throughout the day. Universal masking in restrooms, as in all parts of the school, will be mandatory. All individuals will sanitize their hands prior to entering restrooms and wash their hands before leaving restrooms.</p>	<p>Betterment Cleaning Services, under the supervision of Dr. Barbara Kehr, Executive Director</p> <p>School staff trained in cleaning and sanitizing procedures</p>	<p>Betterment Cleaning company will provide supplies and services</p> <p>Sanitizing wipes/sprays</p>	<p>Yes</p>

	and wash their hands before leaving restrooms.				
<b>Maintaining sanitary hallways</b>	<p>High touch areas of hallways and central rooms will be sanitized daily before student arrival and periodically throughout the school day.</p> <p>Student access to hallways and central rooms will be limited to times that are necessary for arrival, dismissal, access to the outdoors and restrooms.</p> <p>Universal masking in these spaces, as in all parts of the school, will be mandatory. All individuals will sanitize their hands before exiting a room and when moving between wings of the building.</p>	<p>High touch areas of hallways and central rooms will be sanitized daily before student arrival and periodically throughout the school day.</p> <p>Student access to hallways and central rooms will be limited to times that are necessary for arrival, dismissal, access to the outdoors and restrooms.</p> <p>Universal masking in these spaces, as in all parts of the school, will be mandatory. All individuals will sanitize their hands before exiting a room and when moving between wings of the building.</p>	<p>Betterment Cleaning Services, under the supervision of Dr. Barbara Kehr, Executive Director</p> <p>Heather Edmond, Director of Education</p>	<p>Betterment Cleaning company will provide supplies and services</p> <p>Sanitizing wipes/sprays</p>	Yes
<b>Sanitary student and staff hydration and eating</b>	All students and staff bring a personal water bottle for drinking each day and return the bottle	All students and staff bring a personal water bottle for drinking each day and return the bottle home for cleaning each evening.	Student families and staff personally responsible for	n/a	No

	<p>home for cleaning each evening. These water bottles will be stored so that they do not contact others when not in use.</p> <p>There are no drinking fountains in the school. Any student who does not bring a water bottle will be provided water in a disposable cup, as needed.</p> <p>All students bring their own lunch from home each day. Students will use disposable tableware. Eating spaces will be sanitized before and after lunch.</p> <p>Any snack provided by the school will be given in single serve packages.</p>	<p>These water bottles will be stored so that they do not contact others when not in use.</p> <p>There are no drinking fountains in the school. Any student who does not bring a water bottle will be provided water in a disposable cup, as needed.</p> <p>All students bring their own lunch from home each day. Students will use disposable tableware. Eating spaces will be sanitized before and after lunch.</p> <p>Any snack provided by the school will be given in single serve packages.</p>	<p>daily cleaning of water bottles.</p> <p>Classroom staff responsible for sanitary storage of personal water bottles when not in use.</p>		
<p><b>Storing students' personal belongings to reduce contact with others</b></p>	<p>Teachers will restrict students from bringing items from home that are not necessary for the school day.</p> <p>Each child's belongings will be stored in separate</p>	<p>Teachers will restrict students from bringing items from home that are not necessary for the school day.</p> <p>Each child's belongings will be stored in separate and individually labeled storage</p>	<p>Heather Edmond, Director of Education</p>	<p>Cubbies or storage boxes for each child</p>	<p>No</p>

	and individually labeled storage containers or cubbies. Personal belongings will be taken home for cleaning/sanitizing daily. Toddler nap items will be used for a single child and washed at the school daily.	containers or cubbies. Personal belongings will be taken home for cleaning/sanitizing daily. Toddler nap items will be used for a single child and washed at the school daily.			
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	In the event that there is a COVID exposure, all or part of the school will be closed for 48-72 hours for deep cleaning, ventilation, and sanitization.	In the event that there is a COVID exposure, all or part of the school will be closed for 48-72 hours for deep cleaning, ventilation, and sanitization.	Barb Kehr, Executive Director  Heather Edmond, Director of Education	Betterment Cleaning will provide all necessary materials and equipment for COVID-Exposure cleaning protocol.	No

## 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:

After entering the building in the morning students will be in one classroom throughout the day except when engaging in recess or whole class circle time. Each Montessori classroom is set up into curricular areas where students get their materials. Students do not have individual desks; they work individually in defined work spaces which are also where teachers conduct individual lessons. These work spaces will be designated in the classroom and be at least six feet apart. We also have two large open rooms in the building where classes will meet for whole group instruction since these areas will allow students to be physically distanced safely.

Class sizes will be limited to 15 students; most classes will have 10-12 students. We will not be having specialist teachers for art, music, and physical education this year in order to limit the number of people with whom students come into contact with during the school day. The Act 89 reading/math instructor, speech therapist, and the counselor (for those students requiring these services) are the only adults children will come into contact with other than their classroom teacher, the building administrators, and, if necessary, the school nurse.

Two classes (upper elementary and middle school) will need to leave their classrooms to use restrooms located right outside their classroom. All other classes have restrooms within the room. Teachers will sign up on a Google doc if they wish to use one of the two large open rooms or the art room. Teachers who choose to use the art room will inform the administration so that the room can be disinfected prior to another class using it.

When appropriate, teachers will use outdoor space for whole class lessons, for lunch, and for outdoor physical activity. Part of the daily three-hour work block may be held outdoors if deemed appropriate by the classroom teacher.

Students will use hand sanitizer upon entering the building and between their use of each material within the classroom. They will also sanitize their hands before and after lunch, before and after using the restroom, and before and after recess. When students' hands are dirty or muddy, they will use soap and water, following the handwashing protocol which will be taught to them by the classroom teacher and which will be supervised by an adult for the preschool and kindergarten children.

Parents are being encouraged to transport their children to school in order to avoid bus transportation. Because we have so few children, there is always sufficient room for physical distancing on the school buses each day.

We will not be allowing volunteers into the school for the foreseeable future. Parents will be encouraged to meet with administration and teachers remotely via Zoom whenever possible. The Act 89 reading/math instructor, speech therapist, and the counselor will have their temperatures checked when entering the building and will be required to use hand sanitizer.

All children age two and older are required to wear masks throughout the day. Masks will be relaxed during lunch and when playing outside, as long as physical distancing can be maintained.

All staff members will be trained prior to the start of school in protocols for physical distancing and sanitizing. Students will also receive Montessori grace and courtesy lessons in distancing, mask wearing, hand washing, hand sanitizing, and methods for ensuring that materials are used in a safe manner in the classroom environment. Staff understanding of the protocols will be assessed through a written test. Student understanding of the protocols will be assessed through teacher observation.

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Distance Learning will begin and most students will participate remotely from home.</p> <p>Ongoing on-campus programming, including K-8 students participating in distance learning, will be available, as needed.</p> <p>Parents will be surveyed regarding their intent to register for Yellow-phase attendance so that rooms can be prepared to accommodate participating students, based on physical distancing recommendations.</p> <p>Children’s House (Pre-K and K) and Toddler classrooms will continue operations as outlined in the “Green Phase”.</p> <p>Students K-8 remaining on campus will be assigned socially-distanced work stations and their own technology and materials, as they are facilitated with online learning.</p>	<p>Class sizes will be limited to 15 students; most classes will have 10-12 students.</p> <p>Classrooms will be measured to determine maximum occupancy.</p> <p>Each Montessori classroom is set up into curricular areas where students get their materials and flexible seating areas. Teachers will work with Administration to arrange the classroom to optimize physical distancing. Students do not have individual desks; they will work individually in defined work spaces, which are also where teachers conduct individual lessons. Staff will mark approved work spaces that are at least 6 feet apart for students to choose from.</p> <p>For whole class meetings, teachers will schedule to take the students to one of two large open rooms in the building where students can be seated six feet apart.</p>	<p>Heather Edmond, Director of Education</p>	<p>Google Doc for scheduling</p>	<p>Yes</p>

<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>After entering the building in the morning students will be in one classroom throughout the day, except when engaging in outdoors activities.</p> <p>All students will eat lunch outside, weather permitting, or in their designated rooms. All students provide their own lunch.</p>	<p>After entering the building in the morning students will be in one classroom throughout the day, except when engaging in outdoors activities.</p> <p>All students will eat lunch outside, weather permitting, or in their classrooms. All students provide their own lunch.</p> <p>Teachers will sign up on a Google Doc if they wish to use one of the two large open rooms or the art room. Teachers who choose to use the art room will inform the administration so that the room can be sanitized and ventilated prior to another class using it.</p> <p>Any common materials, such as art or physical education supplies, that are used will be isolated for sanitizing before use by another class.</p>	<p>Heather Edmond, Director of Education</p>	<p>Google Doc for scheduling</p>	<p>No</p>
<p><b>Community Guidelines for Training and Education regarding Health</b></p>	<p>Staff members and students remaining on campus will participate in review of all procedures and protocols outlined in the “Green Phase”.</p>	<p>All staff members will be trained prior to the start of school in protocols for physical distancing and sanitizing.</p>	<p>Angelique Ridore, MD, Board President</p> <p>Miranda Ramsey,</p>	<p>Staff training materials and assessment</p>	<p>Yes</p>

<p><b>and Safety Protocols</b></p>		<p>Students will also receive Montessori grace and courtesy lessons in physical distancing, non-contact greetings, mask wearing, hand washing, hand sanitizing, and methods for ensuring that materials are used in a safe manner in the classroom environment.</p> <p>Staff understanding of the protocols will be assessed through a written test. Student understanding of the protocols will be assessed through teacher observation.</p>	<p>Board Member and Wellspan Director of Retail Services</p> <p>Heather Edmond, Director of Education</p>	<p>Checklist of lessons to be taught to students.</p>	
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Staff will review hygiene practices with students who remain on campus.</p> <p>Students will be instructed and supported in appropriate hand hygiene, along with hygienic practices for sneezing, coughing, blowing one's nose, and social distancing.</p> <p>All individuals will use hand sanitizer upon entering the building and between their use of each material within the classroom or work space. They will also sanitize their hands</p>	<p>Students will be instructed and supported in appropriate hand hygiene, along with hygienic practices for sneezing, coughing, blowing one's nose, and social distancing.</p> <p>All individuals will use hand sanitizer upon entering the building and between their use of each material within the classroom or work space. They will also sanitize their hands before and after lunch, before and after using the restroom, before and after recess, before entering or exiting a classroom,</p>	<p>Heather Edmond, Director of Education</p>	<p>Hand sanitizers and soaps.</p> <p>Posters to detail hygiene, hand washing and hand sanitizing procedures.</p>	<p>Yes</p>

	<p>before and after lunch, before and after using the restroom, before and after recess, before entering or exiting a classroom, and before and after adjusting a mask. When individuals' hands are dirty or muddy, and after toileting, they will use soap and water, following the handwashing protocol which will be taught to them by the classroom teacher and which will be supervised by an adult for the preschool and kindergarten children.</p> <p>Teachers will sanitize hands before and after working with students on individual lessons in the student's work space.</p> <p>All staff will sanitize hands before entering or exiting any classroom or workspace, and before entering another wing of the building.</p>	<p>and before and after adjusting a mask. When individuals' hands are dirty or muddy, and after toileting, they will use soap and water, following the handwashing protocol which will be taught to them by the classroom teacher and which will be supervised by an adult for the preschool and kindergarten children.</p> <p>Teachers will sanitize hands before and after working with students on individual lessons in the student's work space.</p> <p>All staff will sanitize hands before entering or exiting any classroom or workspace, and before entering another wing of the building.</p>			
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and</b></p>	<p>Signs at the entrances of the building will communicate mandatory face coverings and requirements that individuals not enter the building if experiencing symptoms or exposure to COVID-19.</p>	<p>Signs at the entrances of the building will communicate mandatory face coverings and requirements that individuals not enter the building if experiencing symptoms or exposure to COVID-19.</p>	<p>Heather Edmond, Director of Education</p>	<p>Signage for hygiene practices and physical distancing</p>	<p>No</p>

<p><b>how to stop the spread of germs</b></p>	<p>Signs will address handwashing and sanitizing procedures, hygiene for coughing/sneezing and blowing one's nose, social distancing will be posted in the restrooms, in classrooms, in offices, and hallways..</p> <p>Signs between areas of the building where sanitizing is required will be posted in the appropriate transition spaces (i.e. on classroom doors).</p>	<p>Signs will address handwashing and sanitizing procedures, hygiene for coughing/sneezing and blowing one's nose, physical distancing will be posted in the restrooms, in classrooms, in offices, and hallways..</p> <p>Signs between areas of the building where sanitizing is required will be posted in the appropriate transition spaces (i.e. on classroom doors).</p>			
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>K-8 Students will participate in Distance Learning, with the majority participating from off-campus.</p> <p>Parents will be encouraged to meet with administration and teachers remotely via Zoom whenever possible. Necessary in-person meetings will occur in a large conference room.</p> <p>Tours for prospective students will not enter spaces occupied by students. Individuals visiting for tours will follow building health and safety protocols and participate in the health screening.</p>	<p>We will not be allowing volunteers into the school.</p> <p>Parents will be encouraged to meet with administration and teachers remotely via Zoom whenever possible. Necessary in-person meetings will occur in a large conference room adjacent to the lobby, so that no visitors enter the wings of the building utilized by the students, and to allow for ample physical distancing.</p> <p>Tours for prospective students will not enter spaces occupied by students. Individuals visiting for tours will follow building health and safety protocols and</p>	<p>Heather Edmond, Director of Education</p>	<p>Zoom conferences</p>	<p>No</p>

		participate in the health screening.			
<b>Limiting the number of staff members each child contacts during the school day</b>	We will encourage the majority of students K-8 to participate in Distance Learning from off campus. Those who are physically present will maintain social distancing of a minimum of six feet and will interact only with their supervising staff member.	We will not be having specialist teachers for art, music, and physical education this year in order to limit the number of people with whom students come into contact with during the school day.  The Act 89 reading/math instructor, speech therapist, and the counselor (for those students requiring these services) are the only adults children will come into contact with other than their classroom teacher, the building administrators, and, if necessary, the school nurse.	Heather Edmond, Director of Education	Individual instructional spaces for itinerant support staff	No
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	We will not have sporting events.  Recess will be held outdoors whenever possible; children will be reminded to keep six feet of distance between themselves and others; masks will be worn when physical distancing is not possible.	We will not have any sporting events; physical education will be taught by the regular classroom teacher.  Recess will be held outdoors whenever possible; children will be reminded to keep six feet of distance between themselves and others; masks will be worn when physical distancing is not possible. Each class will	Heather Edmond, Director of Education	Individual class sets of recess materials  Multiple outdoor play spaces	No

		<p>maintain its own recess equipment.</p> <p>Recesses will be scheduled so that each of our three playground spaces and our play fields accommodates one class at a time.</p>			
<b>Limiting the sharing of restrooms</b>	<p>Students who remain on-campus will be assigned a bathroom for their group to use that is located within their pod. This bathroom may be located inside the classroom, or in the classroom pod.</p>	<p>Upper elementary and middle school will need to leave their classrooms to use assigned restrooms located right outside their classroom. All other classes have restrooms within the room.</p>	<p>Heather Edmond, Director of Education</p>	<p>Signs to label restroom assignments for those restrooms located outside of the classrooms.</p>	<p>No</p>
<b>Maximize use of outdoor space</b>	<p>Students who remain on campus will use outdoor space as appropriate for lunch, and for outdoor physical activity.</p>	<p>When appropriate, teachers will use outdoor space for whole class lessons, for lunch, and for outdoor physical activity. Part of the daily three-hour work block may be held outdoors, when deemed appropriate by the classroom teacher.</p>	<p>Heather Edmond, Director of Education</p>	<p>n/a</p>	<p>No</p>
<b>Limiting the sharing of materials among students</b>	<p>Students who remain on campus will be assigned their own technology resources, as applicable.</p> <p>Each student will also maintain an individual supply box with frequently used materials.</p>	<p>Each student will maintain an individual supply box with frequently used materials.</p> <p>When accessing shared materials, students will sanitize their hands before and after use. Staff will note which materials have been used and</p>	<p>Heather Edmond, Director of Education</p>	<p>Individual student supply boxes</p> <p>Hand sanitizer, Sanitizing wipes and sprays</p>	<p>No</p>

	When accessing shared materials, students will sanitize their hands before and after use. Staff will note which materials have been used and sanitize, as needed, before returning to circulation.	sanitize, as needed, before returning to circulation.			
<b>Staggering the use of communal spaces and hallways</b>	<p>Students who remain on campus will only access hallways during arrival, dismissal, and when accessing outdoors. Students will not be permitted to come to the office or lobby areas, except during arrival and dismissal, as needed.</p> <p>Students who remain on campus will access their pod's hallway to use their assigned restroom. Only one student will be allowed out of the classroom at a time, to ensure physical distancing.</p>	<p>Students will only access hallways during arrival, dismissal, and when accessing outdoors. Students will not be permitted to come to the office or lobby areas, except during arrival and dismissal, as needed.</p> <p>Students in fourth through eighth grade will access their pod's hallway to use their assigned restroom. Only one student will be allowed out of the classroom at a time, to ensure physical distancing.</p>	Heather Edmond, Director of Education	n/a	No
<b>Ensuring transportation schedules and practices create social distance between students</b>	<p>Parents of students that remain on campus are encouraged to transport their children to school, whenever feasible, in order to avoid bus transportation.</p> <p>When needed, bus transportation is provided by the home school district of the student and will follow the</p>	<p>Parents are encouraged to transport their children to school, whenever feasible, in order to avoid bus transportation.</p> <p>When needed, bus transportation is provided by the home school district of the student and will follow the protocols set forth by that</p>	Amanda Krantz, Executive Assistant	No	No

	<p>protocols set forth by that district. Because we have so few children transported by each district, there is always sufficient room for physical distancing on the school buses each day.</p>	<p>district. Because we have so few children transported by each district, there is always sufficient room for physical distancing on the school buses each day. Administration will request transportation plans for each district transporting our students.</p>			
<p><b>Ensuring social distancing and minimizing traffic during Arrival and Dismissal</b></p>	<p>Students who remain on campus:</p> <p>Arrival and drop off will utilize multiple points of entrance into the school building in order to increase social distancing and reduce traffic through non-essential areas of the building.</p> <p>Car riders will be dismissed from their classrooms in a manner that minimizes contact with other students and reduces traffic into other areas of the building, to the extent possible.</p> <p>Bus riders will be dismissed from classrooms one bus at a time and pass through the lobby to board their bus.</p>	<p>Arrival and drop off will utilize multiple points of entrance into the school building in order to increase social distancing and reduce traffic through non-essential areas of the building.</p> <p>Car riders will be dismissed from their classrooms in a manner that minimizes contact with other students and reduces traffic into other areas of the building, to the extent possible.</p> <p>Bus riders will be dismissed from classrooms one bus at a time and pass through the lobby to board their bus.</p>	<p>Heather Edmond, Director of Education</p>	<p>Arrival and Drop-Off Procedures flier for parents/guardians</p>	<p>Yes</p>

<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Students who are physically present in school will not interact directly with other groups of students. Once an online learning cohort is formed, that group will stay with the same students and staff, to the extent possible.</p> <p>To the extent possible, toddlers and Children’s House students will remain with their original cohort and teachers.</p>	<p>Each class of students will not interact directly with other classes. Classes will be encouraged to interact via Zoom for collaboration and community-building.</p>	<p>Heather Edmond, Director of Education</p>	<p>Zoom conferencing</p>	<p>No</p>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p>Before and aftercare program services will not be offered and We do not provide transportation to other childcare sites.</p>	<p>We provide our own child care, including before and after care, and on-campus programming , which will mirror all of our school-wide Health and Safety Plans and our school schedule.</p> <p>We do not provide transportation to other childcare sites.</p>	<p>Heather Edmond, Director of Education</p>	<p>n/a</p>	<p>No</p>

## Monitoring Student and Staff Health

### Key Questions

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

Before entering the building each day, all staff members will have their temperatures taken by the nurse or administrative assistant. For those students brought to school in cars, parents will be asked by the adult meeting them at the car about signs of illness in the child and family members prior to a temperature check. Any staff or student who screens positive will be isolated and not allowed entry. Parents and caregivers are advised to perform a student screening before transporting their children to school and to keep any symptomatic child home. Families and caregivers of students will receive information about what to do in case of symptoms and/or exposure and requirements for informing the school.

Students and staff that do not pass the Daily Health Screening will be immediately sent home before entering the school. If the student arrives on the bus, and weather permits, a staff member will remain with the student outside with the child until they can be dismissed with an approved caretaker. In the event of inclement weather, the child will be isolated in a designated room until they are dismissed with an approved caretaker. The staff person responsible for the Health Screening will inform administration immediately. Staff members responsible for supervising a child who screens positive will don personal protective equipment.

Students and staff that develop symptoms during the school day will be immediately sent home. Students who are waiting to be picked up will be isolated in a designated room until they are dismissed with an approved caretaker. The nurse, or other staff, responsible will inform administration immediately. Staff members responsible for supervising a child who screens positive will don personal protective equipment.

Staff and students will receive education regarding exposure, symptoms and isolation procedures.

Students and Staff with COVID-19 may return to school under the following conditions:

- At least 14 days have passed since symptom onset or positive test(asymptomatic individuals) and
- At least 24hours have passed since resolution of fever without the use of fever reducing medication and
- Medical Clearance to return to school from a health care provider.

Students and Staff who are under quarantine due to exposure to person with COVID-19 may return to school under the following conditions: (Exposure is defined as close contact <6 feet for greater than or equal to 15 minutes.)

- 14days have passed after last exposure and
- they have not experienced any symptoms.

Person with COVID 19 is defined as: Symptomatic person under investigation who was tested, presumed positive by HCP due to symptoms or confirmed positive via laboratory test.

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)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<p>K-8 education will move to distance learning, with on-campus programming available to all families, as needed.</p> <p>All students who come to school for supervision or child care will complete the Daily Health Screening, including temperature check and</p>	<p>All students will complete the Daily Health Screening, including temperature check and screening questions. All students will perform hand hygiene with hand sanitizer upon arrival.</p> <p>All staff, including the Act 89 reading/math instructor, speech</p>	Nurse	<p>Parent information sheets about Daily Health Screening, Symptoms, and Reporting Guidelines.</p> <p>No-touch infrared thermometer for each screening location.</p>	Yes

	<p>screening questions. All students will perform hand hygiene with hand sanitizer upon arrival.</p> <p>All staff who are physically in the building will complete the Daily Health Screening, including temperature check and screening questions. All staff will perform hand hygiene with hand sanitizer upon arrival.</p> <p>Note: Any staff or student who screens positive will be isolated and not allowed entry.</p> <p>Parents and caregivers are advised to perform a student screening before transporting their children to school and to keep any symptomatic child home. Families and caregivers of students will receive information about what to do in case of symptoms and/or exposure and requirements for informing the school.</p>	<p>therapist, and the counselor will complete the Daily Health Screening, including temperature check and screening questions. All staff will perform hand hygiene with hand sanitizer upon arrival.</p> <p>Note: Any staff or student who screens positive will be isolated and not allowed entry.</p> <p>Parents and caregivers are advised to perform a student screening before transporting their children to school and to keep any symptomatic child home. Families and caregivers of students will receive information about what to do in case of symptoms and/or exposure and requirements for informing the school.</p>		<p>Face shields for staff performing screenings.</p> <p>Instructions for Daily Health Screening</p> <p>Record chart of Daily Health Screenings.</p>	
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a</b></p>	<p>Students and staff that do not pass the Daily Health Screening will be immediately sent home before entering the school. If the student arrives on the bus and weather permits a</p>	<p>Students and staff that do not pass the Daily Health Screening will be immediately sent home before entering the school. If the student arrives on the bus, and weather permits, a</p>	<p>Nurse</p>	<p>Designated quarantine space.</p> <p>Personal Protective Equipment</p>	<p>Yes</p>

<p><b>history of exposure</b></p>	<p>staff member will remain with the student outside until the child can be dismissed with an approved caretaker. In the event of inclement weather the child will be isolated in a designated room until they are dismissed with an approved caretaker. The staff person responsible for the Health Screening will inform administration immediately. Staff members responsible for supervising a child who screens positive will don personal protective equipment.</p> <p>Students and staff that develop symptoms during the school day will be immediately sent home. Students who are waiting to be picked up will be isolated in a designated room until they are dismissed with an approved caretaker. The nurse, or other staff, responsible will inform administration immediately. Staff members responsible for supervising a child who screens positive will don personal protective equipment.</p> <p>Staff and students will receive education regarding exposure,</p>	<p>staff member will remain with the student outside with the child until they can be dismissed with an approved caretaker. In the event of inclement weather, the child will be isolated in a designated room until they are dismissed with an approved caretaker. The staff person responsible for the Health Screening will inform administration immediately. Staff members responsible for supervising a child who screens positive will don personal protective equipment.</p> <p>Students and staff that develop symptoms during the school day will be immediately sent home. Students who are waiting to be picked up will be isolated in a designated room until they are dismissed with an approved caretaker. The nurse, or other staff, responsible will inform administration immediately. Staff members responsible for supervising a child who screens positive will don personal protective equipment.</p> <p>Staff and students will receive education regarding exposure,</p>		<p>Betterment Cleaning will provide all necessary materials and equipment for COVID-Exposure cleaning protocol.</p>	
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	symptoms and isolation procedures.	symptoms and isolation procedures.			
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	<p>Students and Staff with COVID-19 may return to school under the following conditions:</p> <p>At least 14 days have passed since symptom onset or positive test(asymptomatic individuals)</p> <p style="text-align: center;">and</p> <p>At least 24hours have passed since resolution of fever without the use of fever reducing medication</p> <p style="text-align: center;">and</p> <p>Medical Clearance to return to school from a health care provider.</p> <p>Students and Staff who are under quarantine due to exposure to person with COVID-19 may return to school under the following conditions: (Exposure is defined as close contact &lt;6 feet for greater than or equal to 15 minutes.)</p> <p>14days have passed after last exposure</p> <p style="text-align: center;">and</p>	<p>Students and Staff with COVID-19 may return to school under the following conditions:</p> <p>At least 14 days have passed since symptom onset or positive test(asymptomatic individuals)</p> <p style="text-align: center;">and</p> <p>At least 24 hours have passed since resolution of fever without the use of fever reducing medication</p> <p style="text-align: center;">and</p> <p>Medical Clearance to return to school from a health care provider.</p> <p>Students and Staff who are under quarantine due to exposure to person with COVID-19 may return to school under the following conditions: (Exposure is defined as close contact &lt;6 feet for greater than or equal to 15 minutes.)</p> <p>14 days have passed after last exposure</p> <p style="text-align: center;">and</p>	<p>Administration</p> <p>Nurse</p> <p>Angelique Ridore, MD, Board President(Available for questions)</p>	<p>Information Sheets</p> <p>Staff available to replace isolated/quarantined staff</p>	<p>Yes</p>

	they have not experienced any symptoms.	they have not experienced any symptoms.			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Timely announcements of school closures will be announced to staff and families with in-person conversations, school community -wide emails, and school community-wide phone/text announcements.</p> <p>Changes in safety protocols during the school year will be announced to staff at staff meetings and via email. Changes in safety protocols during the school year will be announced to families via email and written paper notice.</p> <p>Changes in the Phased Reopening Plan and safety protocols will be posted to the school website for public review.</p> <p>Any individual who has questions or concerns can reach out to Heather Edmond, Director of Education, at <a href="mailto:hedmond@montacad.org">hedmond@montacad.org</a> or 717-261-1110.</p>	<p>Timely announcements of school closures will be announced to staff and families with in-person conversations, school community -wide emails, and school community-wide phone/text announcements.</p> <p>Changes in safety protocols during the school year will be announced to staff at staff meetings and via email. Changes in safety protocols during the school year will be announced to families via email and written paper notice.</p> <p>Changes in the Phased Reopening Plan and safety protocols will be posted to the school website for public review.</p> <p>Any individual who has questions or concerns can reach out to Heather Edmond, Director of Education, at <a href="mailto:hedmond@montacad.org">hedmond@montacad.org</a> or 717-261-1110.</p>	Heather Edmond, Director of Education	CallFire account prepared for announcements	No
<b>Other monitoring and screening practices</b>					

## 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 staff and students will be required to wear a face covering except when eating or when physically distanced outside. At our school, the parents of preschool students who are at higher risk for severe illness have chosen not to send their children to school. We have three assistant teachers who will be available to serve as substitute teachers in the event of staff illness. By using existing staff members, we will not expose students or staff to anyone who has been working in multiple schools. Our plan, at this time, is to continue to provide our students with the same quality Montessori education that they were receiving prior to COVID as much as possible. For students in grades 1-8, we will be incorporating more online learning opportunities into the daily workplace through SeeSaw and Google Classroom so that, in the event that we are forced to return to online learning, students are familiar with these computer applications and are comfortable using them for instruction.

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><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>K-8 education will move to distance learning, with on-campus programming available to all families, as needed.</p>	<p>At our school, the parents of preschool students who are at higher risk for severe illness have chosen not to send their children to school.</p> <p>Although we are not currently aware of any high risk students in our current student population, we would work with our school nurse and parents/guardians to ensure individual student needs are met.</p>	<p>Heather Edmond, Director of Education</p> <p>Nurse</p>	<p>n/a</p>	<p>No</p>
<p><b>* Use of face coverings by all staff</b></p>	<p>All staff will be required to wear a mask, without exemption, throughout the day. Any student mask exemption will require documentation from the individual's doctor and will result in the use of a face shield. Masks will be relaxed during lunch and when playing outside, as long as physical distancing can be maintained.</p> <p>When masks are not in use, i.e. when eating or when outside and social distancing, they will</p>	<p>All staff will be required to wear a mask, without exemption, throughout the day. Any student mask exemption will require documentation from the individual's doctor and will result in the use of a face shield. Masks will be relaxed during lunch and when playing outside, as long as physical distancing can be maintained.</p> <p>When masks are not in use, i.e. when eating or when</p>	<p>Heather Edmond, Director of Education</p> <p>Angelique Ridore, Board President</p> <p>Nurse</p>	<p>Disposable adult masks for those who do not supply their own.</p> <p>Paper bags for mask storage, as needed</p>	<p>Yes</p>

	be stored in individual paper bags labeled with the individual's first and last name.	outside and social distancing, they will be stored in individual paper bags labeled with the individual's first and last name.			
<b>* Use of face coverings (masks or face shields) by students (as appropriate)</b>	All students, age 2 and over, will be required to wear a mask throughout the day. Any student mask exemption will require documentation from the individual's doctor and will result in the use of a face shield. Masks will be relaxed during lunch and when playing outside, as long as physical distancing can be maintained.	All students, age 2 and over, will be required to wear a mask throughout the day. Any student mask exemption will require documentation from the individual's doctor and will result in the use of a face shield. Masks will be relaxed during lunch and when playing outside, as long as physical distancing can be maintained.	Heather Edmond, Director of Education	Disposable adult and pediatric masks for those who do not supply their own.	Yes
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Although we are not currently aware of any vulnerable students with complex needs in our current student population, we would work with our school nurse, counselor, and parents/guardians to ensure individual student needs are met.	Although we are not currently aware of any vulnerable students with complex needs in our current student population, we would work with our school nurse, counselor, and parents/guardians to ensure individual student needs are met.	Heather Edmond, Director of Education  Nurse	n/a	no
<b>Strategic deployment of staff</b>	Administration will remain on-campus.  Classroom teachers for K-8 will be directing distance learning.	We have three assistant teachers who will be available to serve as substitute teachers in the event of staff illness. By using existing staff members, we will not expose students or	Heather Edmond, Director of Education	Available staff to substitute as needed	no

	Predetermined staff will facilitate programming for students still attending on campus. The same adult will stay with the same cohort of students for the entirety of this programming.	staff to anyone who has been working in multiple schools.			
<b>Supports for Social-Emotional Wellbeing</b>	Our school counselor will be available to provide whole class lessons via Zoom to help support students' social-emotional well being. Students who are PA residents will be able to see the school counselor for individual Zoom sessions.	Our school counselor will be available to provide whole class lessons to help support students' social-emotional well being. Students who are PA residents will be able to see the school counselor for individual or small group sessions.	School Counselor	n/a	no
<b>Supports for Distance Learning</b>	<p>K-8 education will move to distance learning, with on-campus programming available to all families, as needed.</p> <p>Distance Learning will mirror the individualized, diverse, and hands-on nature of a Montessori education.</p> <ul style="list-style-type: none"> <li>• Live virtual lessons with the child's own teacher (individualized and group)</li> <li>• Live virtual class meetings for maintaining community and social/emotional well-being</li> </ul>	For students in grades 1-8, we will be incorporating more online learning opportunities into the daily workplace through SeeSaw and Google Classroom so that, in the event that we are forced to return to online learning, students are familiar with these computer applications and are comfortable using them for instruction.	Heather Edmond, Director of Education	<p>School subscriptions to Seesaw and Google Classroom, as needed.</p> <p>Montessori Distance Learning Kits, prepared by teachers</p> <p>Montessori Materials Library</p> <p>Technology resources, including computers with webcams and document cameras.</p>	Yes

	<ul style="list-style-type: none"><li>• All areas of Montessori curriculum continue in Distance Learning</li><li>• Montessori Distance Learning kits for each student, prepared with hands-on materials</li><li>• Access to a library of Montessori Materials, accompanied by individual live sessions with the teacher to learn and practice their use.</li></ul>				

## 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
<b>Cleaning, Sanitizing, Disinfecting, and Ventilation in the School Setting</b>	All Faculty and Staff	Heather Edmond, Director of Education Angelique Ridore, Board President	Remote Meeting	Presentation	August 1, 2020	August 24, 2020
<b>Universal Hygiene/Protection Procedures in the School Setting (including use of face coverings)</b>	All Faculty and Staff	Heather Edmond, Director of Education Angelique Ridore, Board President	Remote Meeting	Presentation	August 1, 2020	August 24, 2020
<b>Physical Distancing while Maintaining Social and Emotional Wellbeing in the School Setting</b>	All Faculty and Staff	Heather Edmond, Director of Education	Remote Meeting	Presentation	August 1, 2020	August 24, 2020
<b>Daily Health Screenings, Monitoring for Symptoms, and Response Protocols</b>	All Faculty and Staff	Heather Edmond, Director of Education Nurse	Remote Meeting	Presentation	August 1, 2020	August 24, 2020

<b>Platforms, Resources, and School Expectations for Distance Learning</b>	All Faculty and Staff	Heather Edmond, Director of Education	Remote Meeting	Presentation	August 1, 2020	August 24, 2020
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## 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
<b>Understanding Montessori Academy's Health and Safety Plan for 2020/2021</b>	Parents/Guardians and Community	Heather Edmond, Director of Education	Recorded Presentation Website Email	August 10, 2020	August 24, 2020
<b>Stop the Spread of Germs</b>	All	Heather Edmond, Director of Education	Sign: <a href="#">"Stop the Spread of Germs" basic version CDC</a> , <a href="#">"Stop the Spread of Germs" extended version CDC</a> Fact sheet: <a href="#">"Cover your coughs and sneezes" CDC</a> Sign: <a href="#">"Slow the Spread" CDC</a> Fact sheet: <a href="#">"How to protect yourself and others" CDC</a>	August 10, 2020	August 24, 2020
<b>Signs and Symptoms of COVID-19</b>	Parents/Guardians	Heather Edmond, Director of Education Nurse	Community Handbook Website: <a href="#">Coronavirus Self Checker embedded</a> Email Sign: <a href="#">"Symptoms of Coronavirus" CDC</a>	August 10, 2020	August 24, 2020
<b>Arrival and Dismissal Routine Updates (Health Screenings)</b>	Parents/Guardians, Students	Heather Edmond, Director of Education Nurse	Community Handbook Email Signage Health Screening Presentation for students	August 10, 2020	August 24, 2020
<b>Face Coverings</b>	Parents/Guardians	Heather Edmond, Director of Education	Email Sign: <a href="#">"Please wear a cloth face covering" CDC</a> Website	August 10, 2020	August 24, 2020

			Video/Presentation for students Fact sheet: <a href="#">“How to safely wear and take off a cloth face covering” CDC</a>		
<b>Hand Washing and Hand Sanitizing</b>	All	Heather Edmond, Director of Education	Sign: <a href="#">“Wash Your Hands” CDC</a> Sign: <a href="#">“Stay Healthy, Wash your hands” CDC</a> Email	August 10, 2020	August 24, 2020

## Health and Safety Plan Summary: Montessori Academy of Chambersburg

Anticipated Launch Date: 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
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"><li>• The building will be deep cleaned prior to the start of the school year.</li><li>• Just before school opens, the entire building will be disinfected using disinfection supplies needed to meet OSHA and CDC requirements.</li><li>• The building will be cleaned twice a week and disinfected each morning prior to student and staff arrival.</li><li>• Students and staff will use hand sanitizer when entering the building and students will use sanitizer after using each Montessori material in the classroom.</li><li>• Teachers will disinfect materials at the end of the school day and will disinfect tables prior to and following lunch.</li><li>• All staff will be trained in cleaning, sanitizing, and disinfecting prior to the start of the school year.</li></ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<ul style="list-style-type: none"><li>• After entering the building in the morning students will be in one classroom throughout the day except when engaging in recess or whole class circle time.</li></ul>

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

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

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

**\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

**Limiting the sharing of materials among students**

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

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

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

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

**Other social distancing and safety practices**

- Student work spaces will be designated in the classroom and be at least six feet apart.
- The two large open rooms in the building will be used for whole group instruction since these areas will allow students to be physically distanced safely.
- Class sizes will be limited to 15 students; most classes will have 10-12 students.
- We will not be having specialist teachers for art, music, and physical education this year in order to limit the number of people with whom students come into contact with during the school day.
- The Act 89 reading/math instructor, speech therapist, and the counselor (for those students requiring these services) are the only adults children will come into contact with other than their classroom teacher, the building administrators, and, if necessary, the school nurse.
- Upper elementary and middle school students will need to leave their classrooms to use restrooms located right outside their classrooms. All other classes have restrooms within the room.
- When appropriate, teachers will use outdoor space for whole class lessons, for lunch, and for outdoor physical activity. Part of the daily three-hour work block may be held outdoors if deemed appropriate by the classroom teacher.
- Students will use hand sanitizer upon entering the building and between their use of each material within the classroom. They will also sanitize their hands before and after lunch, before and after using the restroom, and before and after recess. When students' hands are dirty or muddy, they will use soap and water, following the handwashing protocol which will be

taught to them by the classroom teacher and which will be supervised by an adult for the preschool and kindergarten children.

- Parents are being encouraged to transport their children to school in order to avoid bus transportation. Because we have so few children, there is always sufficient room for physical distancing on the school buses each day.
- We will not be allowing volunteers into the school. Parents are encouraged to meet with administration and teachers remotely via Zoom whenever possible. The Act 89 reading/math instructor, speech therapist, and the counselor will have their temperatures checked when entering the building and will be required to use hand sanitizer.
- All children age two and older are required to wear masks throughout the day. Masks will be relaxed during lunch and when playing outside, as long as physical distancing can be maintained.
- All staff members will be trained prior to the start of school in protocols for physical distancing and sanitizing. Students will also receive Montessori grace and courtesy lessons in distancing, mask wearing, hand washing, hand sanitizing, and methods for ensuring that materials are used in a safe manner in the classroom environment.

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"><li>● Students and Staff with COVID-19 may return to school under the following conditions:<ul style="list-style-type: none"><li>○ At least 14 days have passed since symptom onset or positive test(asymptomatic individuals) and</li><li>○ At least 24 hours have passed since resolution of fever without the use of fever reducing medication and</li><li>○ Medical Clearance to return to school from a health care provider.</li></ul></li> <li>● Students and Staff who are under quarantine due to exposure to a person with COVID-19 may return to school under the following conditions: (Exposure is defined as close contact &lt;6 feet for greater than or equal to 15 minutes.)<ul style="list-style-type: none"><li>○ 14 days have passed after last exposure and</li><li>○ they have not experienced any symptoms.</li></ul></li> <li>● Timely announcements of school closures will be announced to staff and families with in-person conversations, school community -wide emails, and school community-wide phone/text announcements.</li> <li>● Changes in safety protocols during the school year will be announced to staff at staff meetings and via email. Changes in safety protocols during the school year will be announced to families via email and written paper notice.</li></ul>

	<ul style="list-style-type: none"> <li>• Changes in the Phased Reopening Plan and safety protocols will be posted to the school website for public review.</li> <li>• Any individual with questions or concerns can reach out to Heather Edmond, Director of Education at <a href="mailto:hedmond@montacad.org">hedmond@montacad.org</a> or 717-261-1110.</li> </ul>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>• Although we are not currently aware of any high risk students in our current student population, whose parents have chosen to have them attend school, we would work with our school nurse and parents/guardians to ensure individual student needs are met.</li> <li>• All staff will be required to wear a mask, without exemption, throughout the day. Any student mask exemption will require documentation from the individual’s doctor and will result in the use of a face shield. Masks will be relaxed during lunch and when playing outside, as long as physical distancing can be maintained.</li> <li>• When masks are not in use, i.e. when eating or when outside and social distancing, they will be stored in individual paper bags labeled with the individual’s first and last name.</li> <li>• All students, age 2 and over, will be required to wear a mask throughout the day. Any student mask exemption will require documentation from the individual’s doctor and will result in the use of a face shield. Masks will be</li> </ul>

relaxed during lunch and when playing outside, as long as physical distancing can be maintained.

- Although we are not currently aware of any vulnerable students with complex needs in our current student population, we would work with our school nurse, counselor, and parents/guardians to ensure individual student needs are met.
- Three assistant teachers who will be available to serve as substitute teachers in the event of staff illness. By using existing staff members, we will not expose students or staff to anyone who has been working in multiple schools.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Montessori Academy of Chambersburg** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 4, 2020**.

The plan was approved by a vote of:

  10   Yes

  0   No

Affirmed on: August 4, 2020

By:

*(Signature\* of Board President)*

**Angelique Ridore, 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.