



Franklin Towne CES

Phased School Reopening Health and Safety Plan

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.

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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: **Franklin Towne Charter Elementary School**

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 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). **Begin the school year with virtual learning for all students starting on September 8, 2020 with virtual orientation for students. Instruction begins on September 14, 2020 virtually.**

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

In-person instruction will begin based on the guidance and recommendations of the Franklin Towne Covid-19 Response Team. Franklin Towne will continuously monitor the guidance and recommendations from PDE, CDC and Philadelphia Department of Health.

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)
Eugenia Koo Principal	Students, Staff, Special Services, Supervisors	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case

Megan Walsh COO	Custodial / Maintenance Department	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case
Zac Campbell and Tim Smith Deans of Students	Staff, Paraprofessionals, Nurses	Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case
Theresa Goodchild Director of Special Education	Students, Staff, Nurses and Special Services	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
Tim Marren Assistant Principal	Students and Staff	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
Gina Marie Torits Guidance Counselor	Students, Staff, Special Services, Nurses	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

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: **(INSERT TEXT)**

- The Franklin Towne custodial team will disinfect all high touch areas and other touch surfaces with a combination of touchless spray misting machines and disinfectants effective against COVID-19 prior to the return of staff and students.
- All cleaning will be performed in compliance with Association of Physical Plant Administrators Level 2 and disinfecting in compliance with the CDC, OSHA and the Philadelphia County Department of Health.
- The District has procured all necessary cleaning products and equipment.
- In addition, Franklin Towne custodial team has a stock of (bactericidal, virucidal and fungicidal disinfectant).
- The Franklin Towne custodial team will clean all spaces daily, sanitize daily and disinfect all high touch surfaces daily.
- Ventilation will be addressed through the school districts HVAC systems and controlled by the building management systems.
- The Franklin Towne custodial team day lead will maintain a clean environment during the school day. In addition, the day lead will assist in disinfecting high touch areas that may require immediate attention daily. The night lead will ensure the total disinfection of all high touch areas prior to commencement of the next school day.
- The Franklin Towne custodial team is internally trained in the practices of cleaning, cleaning products, sanitizing, disinfecting and the use of all custodial equipment.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none"> • Clean/disinfect all high-touch surfaces once daily and as requested during the day (door handles, light switches, etc.) following all regulatory guidelines. • No water fountain use (fountains will be covered). • Clean desks by FTC custodial team daily following regulatory guidelines. Classrooms will have cleaning supplies available for use during the day between individual student occupants (minimize face to face interaction and multiple student touches on products). • All individuals sanitize/wash hands on a frequent basis (upon arrival, prior to eating, after eating, before and after recess). Hand sanitizer available in student populated areas. • Water bottles permitted. • Clean/disinfect all high-touch surfaces on vans at least twice a day. 	<p>Same as Yellow</p>	Megan Walsh	Cleaning supplies	Custodial Protocol Building Protocol
			Megan Walsh	Cleaning supplies	N
			Megan Walsh	Hand sanitizer, soap, paper towels	Building Protocol
			Zac Campbell and Tim Smith		Building Protocol
			Zac Campbell and Tim Smith	Cleaning supplies	Building Protocol
Megan Walsh		Transport. Protocol			

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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> The outside air supply from the HVAC systems will be increased via the building management systems where possible and pending exterior weather conditions permit. 	Same as Yellow	Megan Walsh		Facilities Dept. Protocol
	<ul style="list-style-type: none"> Clean isolation area after each symptomatic student or staff member leaves the area. 		Megan Walsh Custodial Team	Cleaning supplies	Building Protocol
	<ul style="list-style-type: none"> FTC Custodial Team nightly cleaning routine 		Megan Walsh Custodial Team	Cleaning supplies	Custodial Protocol

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: (INSERT TEXT)**
- Classrooms will be organized with students six feet apart to the maximum extent feasible and tables that have seats six feet apart to the maximum extent feasible. No students will be seated in a face-to-face manner.
- There will be one teacher per classroom with the allowable number of students in the physical space in order to comply with social distancing guidelines. If additional staff are required in a classroom to support students, social distancing requirements will continue to be in effect.
- All communal spaces will have a one-way flow of traffic (hallways), hand sanitizer available, and allow for the appropriate social distancing requirements as well as the number of people permitted to gather.
- Outside space will be an option when weather permits. However, the plan will not have this as a means of maintaining social distancing requirements since there will be times when weather does not permit.
- Frequent handwashing or use of hand sanitizer will be encouraged throughout the school day. High touch surfaces and student desks will be cleaned throughout the day. Thorough disinfecting of high touch surfaces and desks will occur nightly.
- When seated on the school bus, students will be seated one to a seat with face coverings required. Siblings will sit together when possible. Multiple points of school entry will be utilized so as to minimize student to student contact.
- Visitors and volunteers will be excluded. All protocols put into place will be in effect for all students except for the rare circumstances when a formal exception is granted by the district for medical or disability related reasons.
- All parents, staff, and students will be trained on the safety protocols and procedures to ensure they are consistently implemented and followed. These trainings will be provided via online, live and through publications based on the audience and the content.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> No less than 6 feet of social distancing, to the maximum extent feasible. Limit face-to-face interactions 	<p>Same as Yellow</p>	<p>Zac Campbell, Tim Smith, Tim Marren</p>		<p>Yes</p>
	<ul style="list-style-type: none"> For tables, students sit a minimum 6 feet apart to the maximum extent feasible and not face-to-face. 		<p>Zac Campbell, Tim Smith, Tim Marren</p>		<p>Building Protocol</p>
	<ul style="list-style-type: none"> Desks facing the same direction for seating configurations when feasible. 		<p>Zac Campbell, Tim Smith, Tim Marren</p>		<p>Building Protocol Yes</p>
	<ul style="list-style-type: none"> Limit activities in classrooms that do not support social distancing. Special attention to music classes/programs, art, electives and other classes with significant hands-on activities. 		<p>Zac Campbell, Tim Smith, Tim Marren</p>		<p>No</p>

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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> Limited use of cafeterias and other congregate settings (auditorium, gymnasium, library, etc.). Only use when social distancing requirements stated above can be met or face coverings are used. No face-to-face seating. Assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing. All individuals sanitize/wash hands before and after eating. The Philadelphia Health Department will support school district food service departments with training in best practices for food service and food safety in schools. All other areas/rooms will operate following social distancing guidelines. 	<p>Same as Yellow</p>	<p>Zac Campbell and Tim Smith</p>		<p>Building Protocol</p> <p>Building Protocol</p> <p>Building Protocol</p> <p>Building Protocol</p> <p>Yes</p> <p>Building Protocol</p>

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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> All individuals sanitize/wash hands before and after eating. 	Same as Yellow	Zac Campbell Tim Smith Gina Marie Tortis	Hand sanitizer, soap, paper towels	Building Protocol
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> Create signs (available on CDC website) Post signs 	Same as Yellow	Zac Campbell and Tim Smith	Signage	No
* Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> Exclude volunteers and visitors from entering beyond the main office Require all visitors to comply with all school/district screening and monitoring processes before entering reception/office Require a visitor log in the event contact tracing is required 	Same as Yellow	Zac Campbell and Tim Smith Zac Campbell and Tim Smith Zac Campbell and Tim Smith	Family and community communication Signage and log Log	Building Protocol

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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> Continue recess and physical education activities as long as those activities limit physical contact and touching, when feasible. PE - no sharing of equipment High-touch areas will be cleaned daily. 	<p>Same as Yellow</p>	<p>Zac Campbell and Tim Smith</p> <p>Zac Campbell and Tim Smith</p> <p>Zac Campbell and Tim Smith</p>	<p>Non-contact activities Equipment-free activities</p> <p>Communication with families</p>	<p>Yes</p>

<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> • Limit multiple touches to materials and equipment. • Clean materials and equipment between individual student use. • Special attention to music classes/programs, art, and other elective classes with significant hands-on activities. • Students will be asked to bring in their own school supplies. Each individual item should be labeled with the child's name or initials when feasible. • No community bins of school supplies will be permitted in classrooms. • Class sets of manipulatives should be divided and assigned to individual students. • Shared materials should be limited and cleaned in between use when feasible. 	<p>Same as Yellow</p>	<p>Zac Campbell Tim Smith Tim Marren</p> <p>Megan Walsh</p> <p>Zac Campbell Tim Smith Tim Marren</p>		<p>Building Protocol</p>
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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)
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> Limit high-traffic, high-volume hallway use, when feasible, to increase social distancing. One direction hallways and stairways, stagger class dismissal times at the secondary level, utilize multiple points of entry and egress from the building, prohibit locker and cubby use and maintain social distancing requirements in bathrooms 	Same as Yellow	Zac Campbell Tim Smith Tim Marren	Signage	Building Protocol

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)
Work with district provided transportation service to adjust transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> Limit students on school buses to one (1) student to a seat with the requirement that all individuals wear face coverings while on the bus. 	<ul style="list-style-type: none"> Same as Yellow 	Zac Campbell Tim Smith	Communication with families and bus company	Transport. Dept. Protocol
	<ul style="list-style-type: none"> Encourage parents to promote social distancing at bus stops. 		Zac Campbell Tim Smith	Communication with families and bus company	No
	<ul style="list-style-type: none"> Students from the same family should sit together on the bus. 		Zac Campbell Tim Smith	Signage	No
	<ul style="list-style-type: none"> Educate students and drivers of the importance of passengers facing forward (not sideways or backwards) via signs on the buses. Increase ventilation on vehicles by opening windows, when feasible. 		Zac Campbell Tim Smith	Signage	Yes
					Signage

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> • Arrange desks facing the same direction for seating configurations when feasible. • For tables, students sit 6 feet apart when feasible and not face-to-face. • No less than 6 feet of social distancing, to the maximum extent feasible. Limit face-to face interactions. • Have assigned seating in classrooms, congregate settings, and school vans, when feasible, to facilitate contact tracing, when necessary. 	Same as Yellow	<p>Tim Marren</p> <p>Tim Marren</p> <p>Tim Marren</p> <p>Tim Marren</p>		<p>Building Protocol</p> <p>Building Protocol</p> <p>Building Protocol</p> <p>Building Protocol</p>
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> - There will be no after care offered on-site. - We will communicate any changes to other child care providers in the area (Bridesburg Boys and Girls and Bridesburg Rec Center). - Franklin Towne will coordinate any changes 	Same as Yellow	Zac Campbell and Tim Smith	Communication with families and child care providers in the area	Building Protocol

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)
Other social distancing and safety practices	<ul style="list-style-type: none"> No field trips, inter-group activities, or extracurricular activities. 	<ul style="list-style-type: none"> No Field Trips 	Zac Campbell Tim Smith		Building Protocol
	<ul style="list-style-type: none"> Quarantining individuals or those with a probable or confirmed case of COVID-19 may not drop off or pick up children from school. 		Zac Campbell Tim Smith		

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: (INSERT TEXT)

- Parents will be asked to perform screenings in accordance with a symptom checklist each morning prior to sending their child(ren) to school every morning. In the event that a student is experiencing symptoms of COVID-19 at home, the parents/guardians will notify the school district electronically.
- Students and staff will be regularly informed of the symptoms of COVID-19 via announcements, and they will be instructed to inform the adult supervising them if any symptoms are observed in themselves or others. The adult will then send the symptomatic person to the school nurse for an evaluation.
- If a student or staff member becomes ill with symptoms of COVID-19, the school nurse will ask him/her to put on a face covering and will send him/her to the quarantine area. For students, parents will be contacted and asked to pick up their child(ren). Siblings of these children who are in the district will be screened for symptoms by the school nurse.
- School nurses will be trained in a district protocol to ensure consistent treatment of COVID-19 symptoms across the district.
- Students who test positive for COVID-19 will not be permitted to return to school without medical clearance. The decision to have them return to school will be made in conjunction with the Philadelphia County Department of Health.
- As it is determined that changes are needed to the Health and Safety Plan, such changes will be communicated to district families through the Franklin Towne website and emails to families from administrators.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> Educate all stakeholders (students, staff, parents/guardians) on how to screen for signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work. 	<p>Same as Yellow</p>	<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>Screening protocol</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Educate parents/guardians on the importance of keeping ill children home from school. 		<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>Communication with families</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Educate staff on the importance of staying home if ill. 		<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>Communication with staff</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Require any individual who discloses symptoms while in school to wear a face covering at all times until picked up for transport home. 		<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>Communication with staff</p>	<p>No</p>
	<ul style="list-style-type: none"> Students are reminded at the beginning of the day of the signs and symptoms of COVID-19 with reminders to go to the designated area immediately if feeling symptomatic. 		<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>School announcements</p>	<p>Building Protocol</p>
	<ul style="list-style-type: none"> Parents will use the checklist provided by the district developed in conjunction with previously shared by the Philadelphia County Department of Health Department to screen their children for symptoms, <ul style="list-style-type: none"> Screening will address out-of-state travel. Please refer to the complete guidance noted on PA DOH website. 		<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>Checklist Communication with families</p>	<p>Yes Nursing Protocol</p> <p>Building Protocol</p>

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>https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx.</p> <ul style="list-style-type: none"> ○ Specifically: ○ If staff or students travel to a state(s) on the list, out of an abundance of caution, the district requires a modified heightened quarantine for 14 calendar days following the return to Pennsylvania which means: If the individual travels to a state(s) on the list, he/she should exercise the upmost caution during the visit by wearing a face covering at all times, avoiding large crowds such as at theme parks, restaurants, and public gatherings, etc. ○ Notify the building administrator of such an event 		<p>Gina Marie Tortis Zac Campbell Tim Smith</p>		

<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> Exposure to COVID-19 is defined as an individual who has had close contact (< 6 feet) for ≥15 minutes to someone who has tested positive for COVID-19 or has been directed to quarantine. Require an individual who becomes sick in school or demonstrates a history of exposure (defined as close contact to a confirmed case of COVID) to wear a face covering until having departed from the building. Require an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the designated area. Identify an isolation area with adequate ventilation, easy exit from the building, and configured to promote safety and privacy. Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse; parents/guardians must be made aware of the classroom protocol including students being sent home. Parents should have a plan in place for picking up a student when directed by school nurse. 		<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>Face coverings</p>	<p>Building Protocol</p>
			<p>Gina Marie Tortis Zac Campbell Tim Smith</p>	<p>Nursing protocol Communication with families</p>	<p>Building Protocol</p>
			<p>Gina Marie Tortis Zac Campbell Tim Smith</p>		<p>Building Protocol</p>
			<p>Gina Marie Tortis Zac Campbell Tim Smith</p>		<p>Building Protocol</p>
			<p>Gina Marie Tortis Zac Campbell Tim Smith</p>		<p>N</p>
			<p>Gina Marie Tortis</p>		<p>N</p>

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>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> Require medical clearance from the Philadelphia County Health Department for any individual returning to school following isolation quarantine, or a positive COVID 19 test result. Require medical clearance for any individual returning to school following direct exposure to someone with a positive COVID-19 test result. The Philadelphia County Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return. The Philadelphia County Health Department will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine. 		Gina Marie Tortis		No
			Gina Marie Tortis		No
			Gina Marie Tortis		Yes
			Gina Marie Tortis		Yes

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>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<ul style="list-style-type: none"> Consult with the Philadelphia County Health Department on any decision related to the closure of classrooms, schools, or the District. The closing of a classroom, school, and/or the District will occur in consultation with the Philadelphia County Health Department. Franklin Towne will coordinate with the Philadelphia County Health Department on the strategies for COVID-19 cases as the district does with similar conditions, such as measles, pertussis, and other infectious diseases. Franklin Towne intends to take steps to keep classrooms, schools, and the district open if possible in the event of a confirmed case of COVID-19 under the direction of the Department of Health. For example, for the period of time determined by the Philadelphia Country Health Department following such a diagnosis, there may be increased education on signs and symptoms, increased monitoring of hygiene, increased use of face coverings, increased enforcement of social distancing. 		<p>Eugenia Koo</p> <p>Eugenia Koo</p> <p>Theresa Goodchild</p>		<p>No</p> <p>No</p> <p>No</p>

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)
Other monitoring and screening practices	<ul style="list-style-type: none"> Limit the public release of COVID 19-impacted student and staff names. 		Eugenia Koo		No
	<ul style="list-style-type: none"> Franklin Towne will coordinate with the Philadelphia County Health Department specific to the public release of such protected information. 		Eugenia Koo		No
	<ul style="list-style-type: none"> The Philadelphia County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case. 		Eugenia Koo		FTC - District Protocol
	<ul style="list-style-type: none"> Attendance will be taken for every class and include all staff who were in the classroom. 		Zac Campbell Tim Smith Tim Marren		Building Protocol

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: **(INSERT TEXT)**

- Franklin Towne is currently working directly with any employee who has self-reported that they are in a higher risk group in accordance with the guidelines established by the CDC. Franklin Towne is participating along with the employee in the interactive process of reviewing this plan, working with the employee's treating physician, and with the employee directly to determine what reasonable accommodation(s) is needed and Franklin Towne's ability to provide the accommodations to the employee. This process is collaborative between Franklin Towne and the employee and will be ongoing with a continuous evaluation of the employee's needs and changing conditions of the pandemic.
- Franklin Towne will adopt an absence policy that requires employees to remain home if they are sick. As such, Franklin Towne is requesting that employees curtail absences to the extent possible to limit absences to care for their own illness or the illness of a family member. Franklin Towne will also reduce activities and tasks that take staff members away from the classroom for other professional purposes. Franklin Towne along with the both the professional and support staff will work collaboratively and in partnership to ensure that all classrooms have the appropriate supervision.

- School counselors will be in communication with all families to ensure they are aware of resources for social-emotional wellness. They will support students who have been identified or who self-identify as needing social and emotional support. They will also outline the counseling and Child Find referral process so that staff, parents, and students can easily refer students to the school counselor. Students will be provided with the amount of support needed to benefit from all presented learning opportunities as needed based on the format of presentation.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> Identify which students are considered to be at higher risk for COVID-19. Identify which staff are considered to be at higher risk for COVID-19. For students at higher risk, develop a student-specific plan that facilitates his/her safety in conjunction with his/her medical provider with consideration of increased social distancing strategies, where feasible, for the student and staff. Recommend that staff who are at high risk wear clear face shields as an alternative to masks or other face coverings when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily in addition to the symptom screening 	<p>Same as Yellow</p>	Gina Marie Tortis	<p>Student-specific plan</p>	No
			Megan Walsh		No
			Theresa Goodchild Gina Marie Tortis		Yes
			Megan Walsh		Face coverings
			Gina Marie Tortis		

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)
	required prior to arriving at school.				

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>student or staff member. The certification form is available upon request from Franklin Towne Guidance Office or Human Resources Department. The health care provider must complete the certification form and the form must be returned to the school principal.</p>		Theresa Goodchild		
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<ul style="list-style-type: none"> • For students unable to understand or comply with social distancing requirements or those with more significant personal care needs: <ul style="list-style-type: none"> ○ Provide staff working with those individuals the necessary PPE ○ Provide staff with guidelines and strategies to maximize safety for themselves and others with whom the student comes in contact. 		Theresa Goodchild		Yes

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)
Strategic deployment of staff	<ul style="list-style-type: none"> • Students will be provided with the amount of support needed to access and benefit from all presented learning opportunities as needed based on the format of presentation. • Student Services staff will be in communication with all families to ensure they are aware of resources for social-emotional wellness. • Student Services staff will coordinate support for students who have been identified or who self-identify as needing social and emotional support. • Student Services staff will outline the counseling and ChildFind referral process so that staff, parents, and students can easily refer students for assistance. 		<p>Theresa Goodchild Gina Marie Tortis</p> <p>Theresa Goodchild Gina Marie Tortis</p> <p>Theresa Goodchild Gina Marie Tortis</p> <p>Theresa Goodchild Gina Marie Tortis</p>		<p>Yes</p> <p>Student Services</p>

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Social Distancing, Personal Hygiene, Use of Face Coverings, Cleaning of materials	Staff, Parents, Students	Zac Campbell and Tim Smith	On-line, In-Person, and/or Publications	Cleaning Supplies / PPE	8/31/2020	9/11/2020
Food Handling	Nutrition Group	Zac Campbell and Tim Smith	On-line, In-Person, and/or Publications	Regulatory and Best Practice Guidelines	8/31/2020	9/11/2020
Screening Procedures	Staff Families Students	Gina Marie Tortis	On-line, In-Person, and/or Publications	Screening Protocols	8/31/2020	9/11/2020
Monitoring Symptoms and Exposure	Nurses	Gina Marie Tortis	On-line, In-Person, and/or Publications	Nursing Protocols	8/31/2020	9/11/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Limiting Student to Student Contact in the Classroom	Teachers Students	Tim Marren	On-line, In-Person, and/or Publications	Classroom resources and guidelines	8/31/2020	9/11/2020
Custodial	FTC Custodial Team	Megan Walsh	On-line, In-Person, and/or Publications	Health and Safety Plan	8/31/2020	9/11/2020
Implementing Plans for students with medical needs or other unique needs	Staff	Theresa Goodchild Gina Marie Tortis	On-line, In-Person, and/or Publications	Individual Student Plans	8/31/2020	9/11/2020

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
Teaching Students & Families About COVID-19 (NASN document)	Students, Parents	Zac Campbell, Tim Smith, Gina Marie Tortis	On-line, In-Person, and/or Publications	8/31/2020	9/11/2020
District Procedures for Screening	Students, Parents, Staff	Zac Campbell, Tim Smith, Gina Marie Tortis	On-line, In-Person, and/or Publications	8/31/2020	9/11/2020
District Procedures for Wearing Face Coverings	Students, Parents, Staff	Zac Campbell, Tim Smith, Gina Marie Tortis	On-line, In-Person, and/or Publications	8/31/2020	9/11/2020

Health and Safety Plan Summary: **Franklin Towne Charter Elementary School**

Anticipated Launch Date: **8/18/20**

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none">• Clean and disinfect all high-touch surfaces at least twice a day (water fountains, door handles, light switches) following posted EPA / CDC / manufacturer guidelines.• Clean desks on a frequent basis following posted EPA / CDC / manufacturer guidelines, as feasible.• Require and remind all individuals sanitize / wash hands on a frequent basis. As part of the daily schedule “handwashing breaks” will be mandated. Hand sanitizer will be available in common areas, hallways, by doorways and/or in classrooms where sinks for handwashing are not available.• Students will be prompted to wipe down shared learning spaces.• Post signage for health protocols in highly visible locations (e.g. school entrances, restrooms, fitness room, nurses’ offices, communal spaces) detailing how to stop the spread of COVID 19, properly washing hands, promotion of everyday protective measures, properly wearing a face covering (as needed).

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Post signage for health protocols in highly visible areas on all school vans. • Permit single-use water bottles and permitting students and staff to use water bottles from home. (Regular water fountains will be closed for use. Bottle filling stations will remain open.) • Post signage of COVID Safety Practices for Businesses at all entrances. • Store commonly used items in Ziploc bags and regularly clean and disinfect the bags. • Establish regular cleaning regiments and train the custodial staff on the proper procedures and protocols for the cleaning process for COVID 19. • Ensure all water systems and features (e.g. sink faucets and drinking fountains) are safe after prolonged facility shutdown.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> • Use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider

Requirement(s)	Strategies, Policies and Procedures
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>staggered or diagonal seating at shared tables to avoid “across the table” seating. Students will be seated facing in the same direction.</p> <ul style="list-style-type: none"> • Limit additional furnishing in classrooms to facilitate maximum social distancing in classrooms. • Position desks and work areas in staggered rows facing the same direction using social distancing, when feasible. Markings will placed on the floor as a visual reminder of where desks need to be spaced. • According to the Philadelphia County Department of Health 6-foot social distancing is not required; a lesser distance (3 feet from the center of one desk to the center of the adjacent desk, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students. A minimum of three feet will be evidenced between students, more distance will be provided where possible. Where social distancing is not possible PPE face coverings will be utilized. • Consider and implement other interventions in each setting to assist with social distancing based on the developmental age of students including (furniture layouts, barriers, painted/marked lines in classrooms, hallways and stairwells, signage). • Provide physical guides, such as tape on floors or sidewalk, signs on walls to ensure students and staff remain socially distanced in lines and other times. • Create one-way routes in hallways, stairwells, and other transition locations. • Maintain students in the same location throughout the day and minimize the number of transitions and locations students experience. Where possible have teachers switch classes instead of students to minimize potential for viral spread. • Limit mixing of groups to the maximum extent possible to minimize the opportunity for spread.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • For all settings face coverings must be worn such as interactions with cafeteria workers, van drivers, receptionists, provide face shields or masks to enhance protection from spread. • In bathrooms, center sinks will be closed to facilitate social distancing. • Ensure social distancing in offices and staff lounges, and during staff meetings. • No less than 3 feet of space between students (3 feet from the center of one desk to the center of the adjacent desk) will be provided, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) social distancing is recommended by the WHO. • Cafeterias will still be used in the yellow phase to maintain 6 feet of social distancing. • Reconfigure the use of cafeterias and other congregate settings; recommend serving meals in settings where social distancing can be maintained e.g. at the HS level student will maintain social distancing and tables will be separated with Plexi-Glass dividers. • Faculty and staff will need to supervise students during lunches held in classrooms. • Seat individuals in staggered arrangement to avoid “across-the-table” seating. • Cafeteria tables will be cleaned between each use. • All trays and utensils will be disposable/single use. All condiments served will be individual single use. • Require all individuals to sanitize/wash hands before and after eating. • Implement face shields or plexiglass to minimize contact between students and cashiers in cafeteria.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Cashiers will enter student identification information into the computer to minimize student contact. • The Philadelphia County Health Department will support school district food service departments with training in best practices for food service and food safety in schools. • Require all individuals to sanitize/wash hands before and after eating. • Develop protocols for handwashing on entry to all schools with soap and water and/or hand sanitizer. Free standing hand sanitizer dispensers will be placed in entryways and recess exits. • Post signage for proper hand washing and hygiene practices in bathrooms and in cafeterias and other visible locations. • Teach handwashing and cough and sneeze etiquette at all grade levels and reinforce on an ongoing basis. • Integrate “handwashing breaks” integrated into the schedule throughout the day for all students and staff. • Post signage about how to stop the spread of COVID 19 in common areas and classrooms such as properly hand washing, properly wearing a cloth face covering. • Include messages about practices to stop the spread of COVID 19 in daily announcements. • Include messages about behaviors that prevent the spread of COVID 19 when communicating with staff and families such as on school websites, emails, and school social media accounts. • At the beginning of each school day teachers will remind students of proper handwashing and desk cleaning protocols. • There will be no volunteers or non-essential visitors permitted in any of the school buildings during any phase of the pandemic.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Essential visitors (delivery of items to go to the loading dock for main campus and main lobby for the LES and maintenance and food contractors are considered essential) will be allowed only after scheduling a designated time. All deliveries will be made outside of the building and will be sanitized before being brought into the schools. • All essential visitors that enter District buildings are required to wear face coverings while on school property. • Parents may drop off a necessary item a student has left at home, but they will be required to leave it outside or in a designated area. • Offer all meetings virtually (parent teacher conferences, IEP meetings, 504 meetings GIEP meetings, staff development, etc...). • Require a visitor log into the building in the event that contact tracing is required. • Restrict activities involving outside groups. • Limit access to facilities by permit holders. When determination is made to allow back permit holders and groups, establish and communicate new rules for use of facilities. Identify a cleaning protocol after each use of the facilities by permit holders. • All permit holders must follow the Health and Safety Plan as written by Franklin Towne. • Continue physical education activities as long as those activities limit physical contact and touching, when feasible. Teach students guidelines for acceptable activities and proper hygiene during these activities. • Sanitize materials and equipment used in recess and physical education class, when feasible. Cleaning should be completed after each recess and physical education activity.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Physical education classes would be conducted outside when feasible and weather permitting. • Student belongings should be taken home each day and cleaned. • Avoid sharing electronic devices, books, other games, and learning aides. • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use. • For items which sharing cannot be limited they will be sanitized between uses (i.e. musical instrument, art materials). • Avoid sharing objects such as gym/physical education equipment, art supplies, games and hall passes. These must be limited when possible and cleaned between use. • When students are engaged in independent practice in small groups or stations students will be required to use a face covering and sit next to one another. Avoid students being across the table from each other. • Limit high-traffic, high-volume hallway use, when feasible, to increase social distancing. • Identify all of the locations and times when students are in close contact with each other and create strategies to restructure those locations and activities. Consider: altering bell schedules, staggering start times, creating multiple recess and lunch periods, creating multiple meal distribution periods. • Where possible stagger arrival and dismissal times for class or locations or put in place other protocols to limit contact between cohorts and vans to two (2) students to a seat with the understanding that all individuals must wear face coverings while on the van. Additional masks will be available for any student who forgets to bring one with them.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Unloading vans at common location at each school as to stagger disembarking of students -ensure only one van unloads at a time. This will be the same with car line -one location per school. • Students from the same family should sit together. If not possible to sit with a family member on van, buddy system -select a buddy to always sit with. • Students will sit in the same seat every day. • Where possible create distance between children in school vans (e.g. seat children one child per row or skip rows when possible). • All drivers will wear a mask and goggles when loading and unloading the van. • Individuals who are self-quarantining or have been diagnosed with a confirmed or probable case of COVID-19 may not drop off or pick up children from school • Educate students and drivers of the importance of passengers facing forward (not sideways or backwards). • Increase ventilation on vehicles by opening windows, when feasible. • For arrival and dismissal limit the number of students access the van or school building at given time. • If possible, encourage parents to transport their student(s) to and from school. • Students who come to school without a face covering will not be allowed to enter the school building. • Use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider

Requirement(s)	Strategies, Policies and Procedures
	<p>staggered or diagonal seating at shared tables to avoid “across the table” seating.</p> <ul style="list-style-type: none"> • Position desks and work areas in staggered rows facing the same direction using social distancing, when feasible. • Students will be distanced no less than 3 feet from the center of one desk to the center of the adjacent desk, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) social distancing is recommended by the WHO. • Limit any nonessential visitors, volunteers and activities involving external groups or organizations as much as possible-especially with individuals who are not from the local geographic area. • Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights as much as possible. • Pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID 19 to players families, coaches and communities. • Examine alternate ways to showcase student talents in lieu of live performance or large group presentations to limit large groups (i.e. live broadcasting or recording if possible) • For academic and sports competitions, please refer to the Athletic Health and Safety Plan for guidance. Spectators for student events and activities will not be permitted in this phase. • For specific educational programming that requires students to participate in the community events and activities, students and staff will utilize PPE face coverings and all appropriate hygiene and social distancing measures. • All social gatherings or community events will be limited to the size restrictions and will be limited to the size of individuals allowable based on the phase we are in.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> Emergency drills will be completed according to the school district and individual school safety plans with social distancing implemented to the extent possible with the safety and security of the students of primary concern.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> Educate all students, staff, parents/guardians) on the signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work. Engage in a comprehensive information campaign on the following school/public health issues: <ul style="list-style-type: none"> Begin messaging to parents now on the immunization requirements for school enrollment. Promote flu vaccination as a proactive measure which parents and employees can take to lessen the likelihood of school closures due to the combined impact of seasonal flu and COVID 19. Parents need to reinforce the requirements set forth by this plan with each of their children. Educate parents/guardians on the importance of keeping symptomatic children home from school. Parents should contact the school to self-report if they or their student have symptoms of COVID-19, a positive test for COVID-19 or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19. Provide virtual learning and telework options if feasible for students and staff who are unable to attend school due to illness or quarantine.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Require any individual who discloses symptoms to wear a mask if feasible and report the nurse for examination and documentation of symptoms. • Require every day that the first teacher (e.g. first period, home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic. • Use the check-list previously shared by the Health Department. • Have the nurse or designated school employee evaluate any individual who presents with symptoms. Take the temperature for only those individuals who present with symptoms. • Parents and guardians must screen children for symptoms before each school day, and District staff must also monitor their symptoms before reporting to work. Any children or staff presenting symptoms of COVID 19 should not report to work or school. • Designate staff person to be responsible for responding to COVID-19 concerns. All school staff and families should know who this person is and how to contact them. • Require an individual (one who becomes sick in school or demonstrates a history of exposure) to wear a mask, if feasible. • Require an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the nurse's suite or other designated area (spot in classroom). • Separate any students/staff who demonstrate symptoms of COVID 19 from other students and staff. • Provide appropriate PPE to staff and students in the nurse's suite and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure).

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Isolate an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse’s suite or other isolated area until he/she is dismissed from school. • Use an area for isolation that is separate from others, is well-ventilated, and, is easy to disinfect. Consider this being a location different from the nurse’s office to triage to prevent cross contamination with students who are in the nurse’s office for other illnesses or injuries. • In order for essential school employees to continue working, those who travel to a high-prevalence area should enter into “modified” quarantine status upon return. • Require any individual who is sent home with symptoms to secure a COVID 19 test or medical clearance prior to returning. • Notify CEO and Director of Student Services of any suspected COVID 19 cases. • Notify the Philadelphia County Health Department of all positive COVID 19 tests. • Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals, as feasible. • Engage in contact tracing and identify any individuals who had close contact with the individual affected and consult with Department of Health for next steps. • Establish a clear protocol for communicating with students, parents and staff who have come in close contact with confirmed cases. In concert with the Department of Health. • Require medical clearance from the Philadelphia County Health Department for any individual returning to school following isolation quarantine, or a positive COVID 19 test result.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • The Philadelphia County Health Department will support the school district by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return. • The Philadelphia County Health Department will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine. • Consult with the Philadelphia County Health Department on any decision related to the closure of classrooms, schools, or districts. • Develop COVID 19 strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID 19. For example, for the 14-day period following such a diagnosis, recommend: increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, increased enforcement of social distancing. • Limit the public release of COVID 19-impacted student and staff names to comply with FERPA and HIPPA. • Coordinate with the Philadelphia County Health Department specific to the public release of such protected information. • The Philadelphia County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case. • Response Plan included in the Appendix at the end of this plan.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> • Identify students and staff who are medically fragile or at higher risk for COVID 19.

Requirement(s)	Strategies, Policies and Procedures
<p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> • The Director of Student Services will work with families to obtain medical information about students to best understand each student's unique medical needs. Individualized Health Care Plans will be developed, shared with the student's teachers and kept on file. • Medically fragile and high-risk students and the staff assigned to those classrooms should have a symptom screening done at school daily, in addition to the symptom screening required prior to arriving at school. • For staff that are medically fragile they will work with the Director of Human Resources to learn about the options available to support his/her unique medical needs in the workplace. • Develop for students at higher risk a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. • Offer options for students at higher risk of severe illness that limit their exposure risk (e.g. virtual learning opportunities) Require staff who are at high risk to wear clear face shields, as an alternative to masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. • All staff will be required to wear a face covering on school grounds. • Require individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (for example: on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained). • Require individuals wear a face mask while in social situations with higher volume when social distancing is more difficult to maintain (for example: on school vehicles, in crowded hallways).

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Face coverings should not be placed on children two years of age or younger, anyone who has trouble breathing or unconscious, incapacitated and cannot remove the covering without assistance. • Prohibit physical contact such as handshakes, fist-bumps, high-fives, etc. • All students will be required to wear a face covering on school grounds. (a face mask is defined as PPE that covers the mouth and nose only on an individual's face). • Schools may allow students to remove their face coverings when students are: <ul style="list-style-type: none"> ○ Eating or drinking when spaced at least 6 feet apart. ○ Seated at desks or assigned workspaces at least 6 feet apart; or ○ Engaged in any activity at least 6 feet apart (e.g. face covering breaks, recess, etc.). • For students with low incident disabilities, special education staff will teach and reinforce social distancing, staff will wear face shields and gloves since for many of these students the proximity to staff will be less than 3 feet. • Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Require individuals to possess a mask at all times (and to carry it with them at all times) in the event that its use is required or enforced (for example: on a school vehicle, in the event an individual becomes symptomatic, in the event the minimum social distancing cannot be maintained). • Require individuals wear a face mask while in social situations with higher volume when social distancing is more difficult to maintain (for example: on school vehicles, in crowded hallways, stairwells and times of transition during the school day). • Develop, for students with complex needs or vulnerabilities, a student-specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. • The Franklin Towne CHS will deploy its non-instructional staff to monitor and instruct students in coping strategies related to social emotional well-being. • Human Resources will work with the Franklin Towne Administration to ensure the adequate distribution of resources to support student wellness and social emotional well-being. • Franklin Towne CHS will deploy its non-instructional staff to monitor and instruct students in coping strategies related to social emotional well-being. • Human Resources will work with Franklin Towne Administration to ensure the adequate distribution of resources to support student wellness and social emotional well-being. • Social Emotional Learning: <ul style="list-style-type: none"> ○ Follow state mandated attendance policies and implement (Student Attendance Contracts) when necessary.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> ○ Ensuring that staff are using language line and/or talking points to communicate to parents whose primary language is not English. ○ Proactive communication with parents of ELL students and vulnerable populations. ○ Food and community resources communicated to families in need. ○ Ensure that we have an updated list of Homeless students. ○ Ensure that we have updated contact information for parents especially if we move back to distance learning. ○ Implement systems to identify students who are struggling and to provide appropriate support. ○ Incorporate regular check-ins with parents. ○ Review/update grief supports and services. ○ Implement social-emotional learning lessons to develop strong coping skills. ○ Adapt ChildFind procedures during distance learning.

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> ○ Implement strategies such as trauma-informed practices to ensure school climates are supportive, nurturing and caring. ○ Ensure all students are highly connected to the school, develop plans that ensure all students have positive, meaningful and dependable contact with at least one staff member each week. ○ Implement systems to identify students who are struggling and to provide appropriate support. ○ Ensure mental health supports are appropriate for students who have known challenges. ○ Incorporate regular check-ins with parents.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Franklin Towne Charter Elementary School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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.

APPENDIX

RESOURCES FOR MORE INFORMATION

For resources in the FTC Community:

- Franklin Towne Charter Elementary School COVID – 19 Webpage
- Franklin Towne Charter Elementary School COVID – 19 School-Based Mental Health and Community Support

For more information on wearing or making a mask visit:

- <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>
- <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Stop-the-Spread.aspx>
- <https://www.phila.gov/media/20200429103537/If-you-need-to-leave-your-house...wear-a-mask.pdf>

For more information on COVID-19, visit:

- Philadelphia Board of Health
- CDC Website

References:

1. [PA Department of Education Preliminary Guidance for Phased Reopening of Schools](#)

2. [During the COVID-19 Disaster Emergency to Ensure Safety and Helth of Employees, Athletes, and the Public- June 10, 2020](#)
3. [COVID Symptoms](#)
4. [American Academy of Pediatrics](#)
5. [Cleaning Guidelines](#)
6. [Pennsylvania Association of School Administrators](#)
7. [Mathematica Group Resources](#)
8. [Business guidelines for reopening form the Pennsylvania Department of Health](#)
9. [Symptom Screening Tool](#)

<https://www.governor.pa.gov/covid-19/business-guidance/>

Response Plan

If a confirmed case of COVID-19 should occur, we will follow all of the directives and protocols established in conjunction with the Board of Health.

PROTOCOLS:

- Department of Health will be notified.
- Letter will be sent home to parents in coordination with the Department of Health.
- Contact tracing will be done by the school/Department of Health to determine who needs to be quarantined.
- Student, staff, and any close contacts identified will be on home quarantine for 14-days as directed by the Department of Health.

The school/classroom areas will be cleaned:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24-hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If it has been greater than 7-days since a positive individual was in the building, additional cleaning and disinfecting will not be needed. Continue regular cleaning/disinfecting routines.

SEE ATTACHED FOR STUDENT AND STAFF – Contact Protocols

