



# **YouthBuild Philadelphia Charter School 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.

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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: YouthBuild Philadelphia Charter 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 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): **January 4, 2021****

## 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)
Adesanya Karade	Operations/Sr Management	Facilities, Health and Safety
Dannyelle Austin	Programming/Sr Management	Policy and Procedures
Sarah Burgess	Academics	Programming
Melissa Jackson-Schmidt	Vocation	Programming
Meredith Molloy	Development/Sr Management	Policies

<b>Justine Philyaw</b>	Program Operations	Policies
<b>Tanza Pugliese</b>	Development	Policies
<b>Doris Spears</b>	Student Support	Policies
<b>Ana Dopazo</b>	Student Support	Facilities
<b>Jenna Dougherty</b>	Operations	Facilities
<b>Robin Walker</b>	Learning Exchange	Policies
<b>Aletta Jones-Sterling</b>	Counseling	Programming
<b>Zuri Stone</b>	Student Life	Programming
<b>Mallory Deptola</b>	Vocation	Programming
<b>Tiffany Doyle</b>	Human Resources/Sr Mgmt	Policies

## 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: YouthBuild Philadelphia Charter School has contracted with a professional cleaning service to conduct a thorough deep clean prior to the building reopening. Based on CDC guidelines, we have purchased masks (disposable and reusable – 5,000 in total), CDC recommended cleaning supplies, hand sanitizer and dispensers for common areas and classrooms, disposable gloves, face shields for teachers, no-contact thermometers and hand soap for the bathrooms. Plastic dividers will be purchased and installed in computer labs, between bathroom sinks and in classroom, as needed. Teachers will wipe down desks and keyboards between classes. Protocols on cleaning public spaces (including wiping down tables, keyboards, light switches, etc) between use will be posted throughout the building. The Safety Committee will train all staff these protocols prior to students returning to the building.**

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>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	Deep clean of all building spaces by professional cleaning crew; purchasing PPE such as masks, thermometers, dividers, gloves, hand sanitizer, disinfectant wipes, etc; create policies and procedures for cleaning shared spaces after use and temperature checks; adjust furniture to create 6 feet between desks.	Follow cleaning procedures in shared spaces; follow temperature check procedures; ensure hand sanitizer stations and soap dispensers are filled	Adesanya Karade Chief Operations Officer	Masks, thermometers, disinfectant wipes, gloves, plastic dividers, contract with cleaners	Y (brief instructions for how to conduct temp checks; protocols for cleaning public spaces and classroom throughout the day)
	All frequently touched surfaces will be cleaned, sanitized & disinfected at least once a day, five days per week per CDC Guidance.	All frequently touched surfaces will be cleaned, sanitized & disinfected at least once a day, five days per week per CDC Guidance.	Contracted Cleaning Company	Cleaning Company EPA Approved Disinfectant & PPE	N
	Hand Sanitizing Dispensers will be available in each classroom, office, and common area.	Hand Sanitizing Dispensers will be available in each classroom, office, and common area.	Jenna Dougherty, Office Manager	None	N
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	School will utilize EPA approved disinfectants against COVID-19 as well as disinfectants containing hydrogen peroxide and/or alcohol.	School will utilize EPA approved disinfectants against COVID-19 as well as disinfectants containing hydrogen peroxide and/or alcohol.	Contracted Cleaning Company	None	N

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)
	Any worksites that students voluntarily attend must be inspected and approved by the Safety Team/Sr Management and follow cleaning and social distancing practices according to CDC guidelines	Any worksites that students voluntarily attend must be inspected and approved by the Safety Team/Sr Management and follow cleaning and social distancing practices according to CDC guidelines	Melissa Jackson-Schmidt	Safety checklist, worksite contact person, formal approval process	

## 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: We have plans to conduct remote instruction through December 2020. Any contact required during that time (picking up laptops and food) will strictly follow social distancing guidelines and will require mask wearing and proper sanitation. Community service, vocational training and team building activities will occur on a volunteer basis (students can opt out of all in person activities by completing an opt out form with their Success Coordinator) in designated areas outside of the school building that have been inspected and approved by the Safety Committee/Sr Leadership. All meet ups will require wearing masks, 6 ft social distancing, hand sanitizing stations and**

proper sanitation and safety protocols. Beginning in November 2020, a limited number of students will be permitted to come to the building in the afternoon for opt-in, in-person support from a special education, academic or workforce instructor. The number of students allowed in the building will be based on space capacity given 6 foot distancing in each instructors room. Priority will go to students with IEPs, and students who express difficulty with independent work time or with Zoom. For building reopening in January, each classroom and meeting room space has been reconfigured to fit the maximum number of people per room with 6 feet distance between each person, with spacing of desks/chairs set. Students will be broken into two rotating groups – group 1 will be in the building for classes Mondays and Wednesdays and will have virtual instruction on Tuesdays, Thursdays and Fridays; group 2 will be in the building for classes Tuesdays and Thursdays, with virtual instruction Monday, Wednesday and Friday – which will limit the number of students in the building per day to 100. Staff and students will be required to wear masks and stay 6 feet apart. Students and staff will receive a temperature check upon arrival to the building, with staff and students having staggered start times. Students and staff will receive hand sanitizer upon entrance into the building and classrooms. Directional floor decals will create hallway traffic flow to be in one direction. We will limit visitors to the building, with all visitors needing an approved appointment.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Measure all classroom and meeting spaces, and rearrange desks/chairs to be 6 feet apart in all directions. Remove furniture in common areas.	Continue to follow guidelines of maintaining desks 6 ft apart	Adesanya Karade	Plastic dividers, seating that allows for 6 ft distance between students	N

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>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	Cold lunch will be served as “grab and go”. Students will not eat lunch in the building (January). Staff will not eat lunch in the staff lounge.	Cold lunch will be served as “grab and go”. Students will not eat lunch in the building. Staff will not eat lunch in the staff lounge.	Justine Philyaw, Program Operations	Bagged lunches	N
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Remind students to wash hands frequently, apply hand sanitizer between spaces.	Remind students to wash hands frequently, apply hand sanitizer between spaces.	Zuri Stone, Dir of Student Life; Sarah Burgess Dir of Curriculum; Danyelle Austin, Chief Program Officer Sarah Burgess	Soap, hand sanitizer	N
	All students, staff and visitors must wear face coverings (mask or shield) while on school property. Staff alone in their personal office are not required to wear a mask	All students, staff and visitors must wear face coverings (mask or shield) while on school property.		Face masks and shields	N
	Avoid touching your eyes, nose, and mouth with unwashed hands	Avoid touching your eyes, nose, and mouth with unwashed hands		None	N
	Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow to reduce the spread of the virus in respiratory droplets (the common transmission pathway for the virus).	Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow to reduce the spread of the virus in respiratory droplets (the common transmission pathway for the virus).		Tissues	N

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)
	Do not share your personal phone, pen/pencil/computer mouse with others. If using shared laptops or keyboards, disinfect before each use	Do not share your personal phone, pen/pencil/computer mouse with others. If using shared laptops or keyboards, disinfect before each use		None	N
	It is optimal that a six foot distance be maintained. If a six foot distance cannot be maintained to reduce potential person-to-person transmission, a three to six foot distance should be utilized. If a three foot distance cannot be maintained, as in the case with educational specialists, other PPE should be utilized.	It is optimal that a six foot distance be maintained. If a six foot distance cannot be maintained to reduce potential person-to-person transmission, a three to six foot distance should be utilized. If a three foot distance cannot be maintained, as in the case with educational specialists, other PPE should be utilized.		None	N
	Do not shake hands or engage in any unnecessary physical contact.	Do not shake hands or engage in any unnecessary physical contact.		None	N
	Staff, students and visitors should wash hands regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater	Staff, students and visitors should wash hands regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater		Soap, hand sanitizer	N

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>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Signs with protocols and reminders will be posted throughout the building in classrooms and common spaces	Ensure signage is still in place weekly	Jenna Dougherty	Signage, stickers	N
* <b>Identifying and restricting non-essential visitors and volunteers</b>	Implement the revised visitor policy that limits non-essential visitors and requires approved appointments for any guests to the building	Implement the revised visitor policy that limits non-essential visitors and requires approved appointments for any guests to the building	Jenna Dougherty	Policy, centralized approval process	N
	Students, staff, vendors, parents and guardians, or guests will not be permitted on campus if they show flu like symptoms, COVID-19 symptoms, or have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days	Students, staff, vendors, parents and guardians, or guests will not be permitted on campus if they show flu like symptoms, COVID-19 symptoms, or have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days	Adesanya Karade, Chief Operations Officer		N
* <b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	n/a	n/a	n/a	n/a	N
<b>Limiting the sharing of materials among students</b>	All students will be provided with their own materials. Any materials that must be shared will be disinfected between use.	All students will be provided with their own materials. Any materials that must be shared will be disinfected between use.	Sarah Burgess	Pens, paper, books, pencils, calculators	N

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>Staggering the use of communal spaces and hallways</b>	Staggered start times, directional hallway decals	Staggered start times, directional hallway decals	Jenna Dougherty	decals	N
<b>Adjusting transportation schedules and practices to create social distance between students</b>	n/a	n/a	n/a	n/a	N

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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>Determine number of students allowed per classroom, pre arrange desks and chairs. In addition:</p> <ul style="list-style-type: none"> <li>-Turn desks to face in the same direction or have students sit on only one side of tables to limit face-to-face seating.</li> <li>-Create six feet between students and instructors; <ul style="list-style-type: none"> <li>• Ensure social distancing in offices and staff lounges, and during staff meetings.</li> <li>• Will not hold in person large gatherings, events, and extracurricular activities</li> </ul> </li> <li>• Implement strategies to reduce the number of individuals in each space</li> </ul>	<p>Maintain lower than maximum number of students per classroom at 6 ft apart, do not allow students to face each other, encourage students to follow one way hallway traffic flow.</p> <p>Turn desks to face in the same direction or have students sit on only one side of tables to limit face-to-face seating.</p> <ul style="list-style-type: none"> <li>-Create six feet of space between students and instructors; <ul style="list-style-type: none"> <li>• Ensure social distancing in offices and staff lounges, and during staff meetings.</li> <li>• Will not hold in person large gatherings, events, and extracurricular activities</li> </ul> </li> <li>• Implement strategies to reduce the number of individuals in each space</li> </ul>	<p>Sarah Burgess</p>	<p>Measuring tape</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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	n/a	n/a	n/a	n/a	N
Other social distancing and safety practices	Any staff coordinating an optional in person meet up in a public space or for vocational training must submit a formal request and complete a safety checklist. The check list will be verified in person by a Safety Committee or Sr Leadership team member to give final approval.	Any staff coordinating an optional in person meet up in a public space or for vocational training must submit a formal request and complete a safety checklist. The check list will be verified in person by a Safety Committee or Sr Leadership team member to give final approval.	Dannyelle Austin	Safety check list and request form	
	Large group meet ups will not occur inside our school building. Staff can coordinate a voluntary meeting in the building with small groups of students (for instructional support, counseling, personal safety, testing or AmeriCorps enrollment), however it must be pre-approved by supervisor and Safety Committee and all social distancing and all safety and cleaning protocols in this safety plan apply to these occurrences.	Large group meet ups will not occur inside our school building. Staff can coordinate a voluntary meeting in the building with small groups of students (for instructional support, counseling, personal safety, testing or AmeriCorps enrollment), however it must be pre-approved by supervisor and Safety Committee and all social distancing and all safety and cleaning protocols in this safety plan apply to these occurrences.	Dannyelle Austin		N

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student 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: YouthBuild Philadelphia will conduct temperature checks as students and staff enter the building or meet up location upon arrival and will be monitored for signs of illness. Anyone with a fever or exhibiting signs of illness will not be admitted into the building or activity and will be required to be fever free for 24 hours before return to in person activities. Students and staff may be required to be tested for COVID before they can return, depending on symptoms and circumstances (detailed in our COVID response protocols). Students and staff should disclose a positive test or symptoms to the school at any point during the school year, indicating the initial point of symptoms so that anyone who has had contact with them can be informed that they have been exposed. Students and parents will be notified by email if someone in the community tests positive or if changes are made to the 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)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	Temperature checks upon arrival, monitoring for symptoms	Temperature checks upon arrival, monitoring for symptoms	Ana Dopazo	Thermometers	Y
	Staff and students are instructed to stay home if they are sick	Staff and students are instructed to stay home if they are sick	Scott Emerick	None	N
	Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms)	Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms)		None	N
	Staff, students, alumni and volunteers are asked to self-report COVID-19 symptoms or exposure	Staff, students, alumni and volunteers are asked to self-report COVID-19 symptoms or exposure		None	N
* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Individuals who have a fever or are demonstrating symptoms will not be admitted into the building.	Individuals who have a fever or are demonstrating symptoms will not be admitted into the building	Ana Dopazo	n/a	N
* <b>Returning isolated or quarantined staff, students, or visitors to school</b>	Presumptive Symptomatic/ Asymptomatic Persons can return to the building according to the YouthBuild's COVID Response Protocols	Presumptive Symptomatic/ Asymptomatic Persons can return to the building according to the Staff & Student COVID Response Protocols	Tiffany Doyle	n/a	N
	If you have tested positive and are asymptomatic, you can return to the building according to YouthBuild's COVID Response Protocols	If you have tested positive and are asymptomatic, you can return to the building according to YouthBuild's COVID Response Protocols		n/a	N

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>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	Staff, families, and the public will be notified of school closures and changes in safety protocols through school notifications, social media, and website.	Staff, families, and the public will be notified of school closures and changes in safety protocols through school notifications, social media, and website.	Scott Emerick	n/a	N
<b>Other monitoring and screening practices</b>	YouthBuild will report positive cases to the CDC according to guidelines, maintaining HIPPA privacy laws.	YouthBuild will report positive cases to the CDC according to guidelines, maintaining HIPPA privacy laws.	Scott Emerick	n/a	N

### 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:** Staff and students will be required to wear masks in all classrooms, as they enter another person's office and in public or shared spaces. Staff and students must wear masks at all times in public meet up spaces and vocational training sites. Staff in individual offices will be encouraged, but not required, to wear masks while alone in their office. Teachers and staff/students with health challenges that could prevent them from wearing masks will wear face shields. Staff and students at higher risk for severe illness will be permitted to be fully online with permission from their supervisor/student success manager. We will continue to use the professional substitute service when needed. Instructional staff will provide both in person and online content and support services. Support teachers and student life

**will provide additional support services both online and in person. Counseling will be available to all students.**

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>* Protecting students and staff at higher risk for severe illness</b>	Process for staff to request working from home	Process for staff to request working from home	Tiffany Doyle HR	n/a	N
	Limit movement in and out of classrooms with high-risk students; provide all on-line option if needed.	Limit movement in and out of classrooms with high-risk students; provide an all online option if needed.	Sarah Burgess	n/a	N
<b>* Use of face coverings (masks or face shields) by all staff</b>	Implement policy regarding mask wearing or face shields, required by all staff in the building and at approved meet up site locations	Implement policy regarding mask wearing or face shields, required by all staff in the building and at approved meet up site locations	Tiffany Doyle	n/a	N
	Face masks/shields are not required when staff members are by themselves and in a noncommunal area.	Face masks/shields are not required when staff members are by themselves and in a noncommunal area.		n/a	N
	Masks/shields are not expected to be worn while eating or drinking. Staff should avoid face-to-face seating while eating and maintain six feet social distancing	Masks/shields are not expected to be worn while eating or drinking. Staff should avoid face-to-face seating while eating and maintain six feet social distancing		n/a	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Implement policy regarding mask wearing or face shields, required by all students	Implement policy regarding mask wearing or face shields, required by all students	Dannyelle Austin	n/a	N

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>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Waiver process for students to petition to have all online content;	Waiver process for students to petition to have all online content	Sarah Burgess	n/a	N
<b>Strategic deployment of staff</b>	Counselors partner with instructors to ensure students' social-emotional needs are identified and students are provided the support necessary. At the start of the school year, counselors and support staff will be needed to support students' social emotional needs, assess students one on one, and support instructors as they assess the social emotional needs of the students	Counselors partner with instructors to ensure students' social-emotional needs are identified and students are provided the support necessary. At the start of the school year, counselors and support staff will be needed to support students' social emotional needs, assess students one on one, and support instructors as they assess the social emotional needs of the students	Dannyyelle Austin	n/a	N

## 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
Using Thermometers	Safety Committee	Jenna Dougherty	Hands on	Thermometers, written protocol	8/3/2020	On-going
Health and Safety Protocols	All Staff	Adesanya Karade	In person	Policies and procedures	8/24/2020	On-going
Health and Safety Protocols	All Students	Zuri Stone	In person	Policies and procedures	9/8/2020	On-going
Disinfecting practices and procedures – all building areas	All Staff	Adesanya Karade	In person	Disinfecting practices and protocols	8/24/2020	On-going
Visitor Guidelines	All Staff	Scott Emerick	Virtual	Visitor policy	8/24/2020	On-going

## 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>Staff Survey on health and safety</b>	Staff	Tiffany Doyle	Google survey	7/30/2020	
<b>Applicant Survey on technology access and school safety</b>	2021 Applicants	Justine Philyaw	Google survey	7/15/2020	
<b>Building safety policies and procedures</b>	Applicants and families	Justine Philyaw	Email	8/24/2020	
<b>Student scheduling</b>	Students and families	Sarah Burgess	Email, zoom	8/28/2020	
<b>Positive test, possible exposure or change in protocol</b>	Students, staff and families	Scott Emerick	Email, website posting, social media	On-going	On-going

## Health and Safety Plan Summary: YouthBuild Philadelphia Charter School

Anticipated Launch Date: **January 4, 2021**

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>	YouthBuild's contracted cleaning company will follow the CDC and PDE guidelines and requirements for COVID-19 cleaning. Approved EPA disinfectants will be used in all areas. We will training all staff on proper cleaning, sanitizing and disinfecting to follow the required guidelines. YouthBuild began the procurement of cleaning supplies, gloves, face masks and shields, and other pertinent components necessary to ensure the effective cleaning of school. Daily disinfecting of all areas after students and staff exit the building will be completed. In addition, teachers, staff, and administrators will have access to face masks/shields, disinfectant sprays, and gloves in classrooms and office spaces to be able to additionally disinfect surfaces as used and in an ongoing effort to ensure student and staff safety. Visitors will be very limited and must have an appointment. All staff will be trained on the requirements for cleaning, sanitizing, disinfecting, and ventilation protocols either by the Safety Committee. All training will be completed prior to students and staff re-entering the building before the start of the school year, and continued on a regular/monthly/annually/ or as requirement changes are made.

### 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>	YouthBuild will follow the guidelines to the best of our ability in the areas of social distancing and other safety protocols. Classrooms will be organized to promote social distancing. Classroom space will be reorganized to provide the utmost space for students; individual student desks will be spaced accordingly with social distancing of six

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> <li>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></li> </ul>	<p>feet. Classroom spaces will be organized with student desks facing the same direction and students being assigned to a specific seat in the classroom. Unnecessary furnishings from classrooms and common areas will be removed to provide maximum space for social distancing. Student transitions and groupings of students will be developed in order to find ways to limit the number of individuals that students and staff come in contact with on a daily basis. Hallway directions will keep students from passing one another in the halls.</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>We will have virtual learning for the first two sessions. The building lobby will be open once a week for students to pick up supplies, as needed. During the first two sessions, optional meet-ups will be arranged (for community service, team building, vocational training) at pre-approved and inspected off-site locations which will follow all social distancing, safety and hygiene protocols recommended by the CDC. Students can opt out of these meet ups with no consequence to grades or attendance. Beginning in November, we will offer optional in-person instructional support for students who are struggling with online learning. There will be a limited number of students (based on staffing and 6 ft distancing capacity) permitted to come in person for this support, with priority going to students with IEPs or have expressed challenges with online learning. We will utilize our educational plan for having 50% of total students on-site at a time beginning in January 2021. This model would include two groups of learners. Group One would be on-site Monday and Wednesday with Group Two on-site Tuesday and Thursday. Friday will be a day for remote instruction and other activities. Friday would also provide our contracted cleaning company with opportunities for enhanced cleaning and disinfecting. Additionally, special education teachers and counselors will review the needs of individual students and ensure the appropriate supports and services are in place. This may include adjustments to the amount of synchronous and in-person supports and services.</p>
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>YouthBuild will create hygiene routines throughout the school day that will include handwashing and the use of hand sanitizer. Classrooms will be equipped with hand sanitizer, disinfectant spray, and disinfecting wipes, and paper towels. Signage will be displayed reminding students of hygiene measures to help stop the spread of</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></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><b>Other social distancing and safety practices</b></p>	

Requirement(s)	Strategies, Policies and Procedures
	coronavirus (hand washing, sneezing into elbow/away from others, social distancing, etc.). All staff will be required to wear face masks or shields while on school property. All students will be required to wear face masks or shields while on school property unless they have a medical or mental health condition or disability. These students can opt for online only instruction.

## 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>	<p>All staff and students will be requested to inform the school of any present COVID-19 symptoms. Staff members and students will be monitored as they enter the building to ensure they are healthy and not exhibiting signs of illness. Staff and students will have their temperature taken before entering the building and screened for signs or symptoms. YouthBuild will follow the CDC guidelines for quarantine and isolation if a staff member or a student is confirmed to be positive for COVID-19. They will be sent home. If we have a confirmed case of COVID-19, CDC health officials will be notified. These officials will help administrators determine a course of action for our school. Presumptive symptomatic /asymptomatic persons can return to the building according to YouthBuild’s COVID-19 Response Protocols. The student or staff member will need to be cleared by their physician if they have been confirmed positive for COVID-19, and be fever free for three days with improved symptoms, and ten days since symptoms first appeared. If a staff member is unable or uncomfortable to return to work, they will need to contact Human Resources. Any changes in our Health and Safety Plan will be shared on our website.</p>

## 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>Face coverings will be required for all staff and students.</p> <p>Counselors will partner with instructors to ensure students’ social-emotional needs are identified and students are provided the support necessary. At the start of the school year, support teachers and</p>

Requirement(s)	Strategies, Policies and Procedures
<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>	<p>support staff will be needed to support students' social emotional needs, assess students one on one, and support classroom teachers as they assess the social emotional needs of the students.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for YouthBuild Philadelphia Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on **August 7, 2020**.

The plan was approved by a vote of:

13 Yes

0 No

Affirmed on: **August 7, 2020**

By:

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*(Signature\* of Board President)*

Melanie McCottry

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*(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.