

Berks Catholic High School

Noelle Vilardo

Plan Submitted By
Noelle Vilardo

Health and Safety Plan for **Berks Catholic High School**

What is your scheduled first day of school for the 2020-2021 school year?
Aug 31, 2020

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

All classrooms in the building will have the desks spaced apart 6 feet when allowable and 3 feet minimum elsewhere (face coverings required when 6 feet cannot be maintained). Class size will be limited to be able to maintain the correct social distancing guidelines. When a classroom is unable to accommodate students with appropriate social distancing, an alternate placement will be looked into (ie, utilizing the gym for class time) If social distancing of 6 feet cannot be maintained, per the most current CDC and PA department of health guidelines all students must wear a face covering.

How did you engage stakeholders in the type of re-opening your school entity selected?

Berks Catholic will provide all stakeholders a platform to use to voice any concerns and to bring about any questions that arise.

Families and students will be provided frequent and substantial messaging about safety guidelines and precautions through Berks Catholic's website and through social media platforms. Berks Catholic will provide FAQ and online resources to parents and students frequently.

How will you communicate your plan to your community?

Berks Catholic will ensure the plan is available to the entire community in the following ways:

- Accessible on Berks Catholic's website
- Sent via One Call

A copy of the plan will also be placed in the main office. Plan to be placed in a binder with sheet protectors which will allow it to be sanitized when necessary.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Berks Catholic will continue to follow the most current guidance from the Center for Disease Control (CDC), PA governor, PA Department of Education, and the Diocese of Allentown.

If a student or staff member begins to show symptoms of Covid-19 they will immediately be isolated in a designated isolation area. The individual will immediately be sent home and will be instructed to contact their Medical Provider. Per CDC guidelines, the individual can return to school when the following criteria are met: 3 days with no fever, respiratory symptoms have improved, and 10 days have lapsed since symptoms first appeared. A Doctor's note will be required for return to school.

Once staff member/student has been sent home the school will follow the following protocol per the most current CDC guidelines:

- School to notify health officials and work with them and the diocese to determine best course of action for closure
- School to be disinfected and thoroughly cleaned during the temporary closure. Parents, students, and community to be notified.

	Individual(s) Individual(s)	Stakeholder Group Stakeholder Group Represented	Pandemic Team Roles and Pandemic Team Roles and Responsibilities
1	Alice Einolf - Principal	Administration	Both
2	Noelle Vilardo - Administration	Administration	Both
3	Betsy Woytovich - Director of Alumni Relation	Alumni/Parent	Both
4	Mike Ricco - Teacher	Faculty/Staff	Both
5	Jill Avadonian - School Nurse	School Nurse/Parent	Both
6	Mary Jo Auman - School Nurse	School Nurse	Both
7	Carol Noga - School Nurse	School Nurse	Both
8	Matt Weidner - Director of Facilities	Faculty/Parent of incoming freshman	Both
9	Kathy Nevel - Board of Directors	Board Member	Health and Safety Plan Development
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How will you ensure the building is cleaned and ready to safely welcome staff and students?

The entire building has been cleaned and sanitized since Pennsylvania's mandatory closure and continues to be cleaned and sanitized on a daily basis.

The building will continue to be properly ventilated (windows and doors open when allowable)

Deep clean with EPA certified products to be done prior to first day of school.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Berks Catholic will work with Misco Products/Clean Image to ensure Clean Image (Berks Catholic's cleaning company) has proper disinfection supplies to clean properly on a daily basis.

Berks Catholic will work with Misco Products/Clean Image to ensure each classroom has appropriate and adequate disinfectant to be able to clean classrooms throughout the school day.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

Ventilation to be maintained throughout the school day when allowable (windows and doors to remain open)

Cleaning, disinfecting, and sanitation will be completed throughout the day (ie, teachers to wipe desks after use, teachers to wipe down door handles, light switches, and all high touch surfaces after each class period)

Entire building to be disinfected and cleaned at the end of each school day

What protocols will you put in place to clean and disinfect throughout an individual school day?

Wiping all high touch surfaces after each class period (door handles, light switches etc.)

Hand sanitizer accessible in all classrooms/offices/ and frequently traveled areas

Students to enter each classroom through one doorway and exit out the opposite doorway (signs will be hung to distinguish each)

Desks to be wiped between each class period with an EPA certified product

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?

All teachers will be trained by Misco Products on proper disinfecting procedures for desks and classrooms. Training will be provided during in-service days prior to start of school

be provided during or shortly after prior to start of school.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Maintenance/Teachers	Disinfecting Products/PPE	Y	

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Maintenance/Teachers	Disinfecting/PPE	Yes	

Other cleaning, sanitizing, disinfecting, and ventilation practices

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Windows/Doors to remain open when allowable. Teachers to disinfect desks between each class period	Same as Yellow Phase	Faculty/Staff/Maintenance	Disinfectant and PPE	Yes	

How will classrooms/learning spaces be organized to mitigate spread?

Per the most current CDC and PA Department of Education guidelines, all desks within the classroom will be spaced at minimum 3 feet apart (face coverings needed) and 6 feet when allowable (face coverings not needed) and all desks will face one direction. In classrooms with tables, all students will be distanced 6 feet apart when allowable (no face covering needed) with 3 feet minimum spacing (face coverings required) with the tables aligned in one direction. Classrooms will utilize one door as an entryway while using other door as the exit point (signs to be posted).

Hand sanitizer to be accessible at both entryway and exit point.

EPA certified disinfectant will be available for each classroom to ensure all student work spaces are cleaned prior to class switch.

Minimize common area foot travel

Face coverings mandatory at all times outside of classroom and when social distancing is not able to be maintained within classroom setting

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

Each grade level is typically scheduled with the same grade level for most core classes.

What policies and procedures will govern use of other communal spaces within the school building?

Limit foot travel in all communal spaces. Library to be used by virtual learners only. All virtual learners will be assigned a specific computer within the library. Auditorium and gym to be used only for overflow of classes when necessary. Face coverings must be worn at all times when in communal spaces.

How will you utilize outdoor space to help meet social distancing needs?

Weather permitting, all physical education classes should be held outside - still maintaining appropriate social distance
All classes may utilize outdoor spaces for learning - still maintaining appropriate social distance

How will you adjust student transportation to meet social distancing requirements?

Morning transportation drop off is staggered throughout the morning. Afternoon dismissal will be staggered by grade level.

What visitor and volunteer policies will you implement to mitigate spread?

Visitors strongly encouraged to be by appointment only. Visitors will be limited. All visitors required to enter through main entrance. All visitors required to have temperature taken when entering the building. Limit number of visitors within the main office (2 at a time with social distancing required). Main office door to remain open at all times to reduce the frequent touch of handles. Hand sanitizer to be placed at entrance of main office with signage for use. Masks will be mandatory (per governor's order) to be worn by visitors at all times while in hallways and offices (signage to be placed with these expectations)

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

For the safety and well-being for all stakeholders, social distancing must be followed with equity to help minimize the spread of COVID-19 and any other infectious diseases.

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?

All teachers, staff, and administration will be trained by Misco Products on proper disinfecting techniques to be utilized throughout the day within the classroom. Training will be completed during teacher in-service days prior to the start of school. Pandemic coordinator will provide overview of safety measures that need to be implemented throughout the day during teacher in-service days prior to the start of school. List of directives to be provided to teachers, parents, and students reviewing health and safety expectations. These expectations will be provided to each group prior to the start of school.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	All classrooms in the building will have the desks spaced apart 6 feet when allowable and 3 feet minimum elsewhere (face coverings required when 6 feet can not be maintained). Class size will be limited to be able to maintain the correct social distancing guidelines. When a classroom is unable to accommodate students with appropriate social distancing, an alternate placement will be looked into (ie, utilizing the gym for class time) If social distancing of 6 feet can not be maintained, per most current CDC and PA department of health guidelines all students must wear a face covering.	Same as Yellow Phase	Maintenance/Teachers	N/A	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Social Distancing Required	Same as Yellow Phase	Maintenance	N/A	No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	Hand Sanitizer to be available in all classrooms.	Same as Yellow Phase	School Nurses/Teachers/Administration	Hand Sanitizer	No

	Action Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Post signs on each floor throughout hallway. Signs posted at main entrance to school as well as entrance to main office. Signs posted in all bathrooms.	Same as Yellow Phase	Administration	Signage	No
Identifying and restricting non-essential visitors and volunteers.	All visitors required to enter through main entrance. Limit number of visitors within the main office (2 at a time with social distancing required). Main office door to remain open at all times to reduce the frequent touch of handles. Hand sanitizer to be placed at entrance of main office with signage for use. Masks will be encouraged to be worn by visitors at all times while in hallways and offices (signage to be placed with these expectations).	Same as Yellow Phase	Main Office Staff/Administration	N/A	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	All PE Classes to be held outside weather permitting	Same as Yellow Phase	Gym teachers	N/A	No
Limiting the sharing of materials among students	Notify families that students will need to have their own school supplies and sharing of supplies will be strongly discouraged.	Same as Yellow Phase	Teachers and staff	School Supplies	No
Staggering the use of communal spaces and hallways	Stairwells designated for certain directions (one stairwell up vs. one stairwell down) Hallways posted with arrows to designate students remain on one side of hallway going one direction. Dismissal from class will be staggered allowing additional time to transition with minimal student interaction.	Same as Yellow Phase	Administration	Tape and signage	No
Adjusting transportation schedules and practices to create social distance between students	Coordinate with sending districts with drop off and pick up. Staggered dismissal time for student drivers.	Same as Yellow Phase	Administration	N/A	No

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

Pandemic team and administration to follow most current CDC guidelines and Berks Catholic will receive consultation and guidance from the Department of Health and Interaction and direction with the Diocesan Office of Education regarding the quarantine or isolation 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?

Per most current CDC guidelines, the following criteria needs to be met for a student or staff member to return:

3 days with no fever, respiratory symptoms improved, 10 days have passed since symptoms first appeared. A Doctor's note will be required for return.

Principal will work with any staff members that may require accommodations in the event they are uncomfortable within setting.

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

Berks Catholic will follow all guidelines set forth by the most current CDC and local health officials for returning back to school.

Students feeling uncomfortable returning will be provided alternative options for learning such as virtual learning until they become comfortable with 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?

Families will be notified immediately upon administration's knowledge of a confirmed case. This communication will be in the form of a one call while maintaining all confidentiality of the confirmed case per ADA (American Disability Act) guidelines.

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?

Teachers will be given a list of symptoms to be aware of when students are in their classrooms. This will be reviewed by the school nurse with the teachers prior to the start of school. The online questionnaire that will be answered in the morning by all students will alert the school nurses if there are any students exhibiting symptoms that need further attention.

Monitoring Student and Staff Health

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	An online questionnaire will be created that contains simple symptom questions that students will be asked to fill out online while in homeroom. This will then alert nursing if a student needs further examination. Temperature check to be taken by nurse if further evaluation is needed.	Same as Yellow Phase	School Nurse	Questionnaire	No

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Any individual in the building showing symptoms will be isolated in a designated isolation spot within the building. They will immediately be sent home and asked to contact their Medical Provider for further guidance.	Same as Yellow Phase	School Nurse	Isolation room	No
Returning isolated or quarantined staff, students, or visitors to school	Berks Catholic will follow all of the most guidelines set forth by the CDC and local health officials for returning back to school. Students feeling uncomfortable returning will be provided alternative options for learning such as virtual learning until they become comfortable with return.	Same as Yellow Phase	Pandemic team/health officials	N/A	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	A one call will immediately be sent to all parents and faculty (maintaining confidentiality) of the exposure and what the plan of action will be.	Same as Yellow Phase	Administration	N/A	No
Other monitoring and screening practices	A questionnaire will be created and sent to parents prior to start of school to inquire about students who are at higher health risks.	Same as Yellow Phase	School Nurse	Questionnaire	No

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

All staff and students will be expected to wear face coverings outside of classrooms or when social distancing can not be maintained. Face coverings will be provided to each staff member and student at the beginning of the school year. Protocol for sanitizing of face coverings will also be provided at time of distribution. Correct use of face coverings will be provided to students. Signage to be posted within the building.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

A health questionnaire to be formulated by the school nurses. This questionnaire will be sent to all parents prior to the start of school. This will help us identify the students that are at high risk and have underlying health conditions. Based upon the severity of underlying condition, a plan will be put in place for these students. If students with health concerns feel uncomfortable being in school, we will tailor virtual plans for them.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

Berks Catholic has a core group of substitute teachers to utilize when needed. Teachers and Administration to be available when necessary to help fill in where needed.

How will the School 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?

Teachers will be asked to zoom while recording their lessons on a daily basis. This will allow students that are not comfortable being in school or who may be absent to access all lessons.

Guidance Office to be available at all times for students who are struggling. Extra counselors will be called in when needed.

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in Yellow Phase	Action Plan in Yellow Phase	Lead Individual Position	Materials, Resources, Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	A health questionnaire to be formulated by the school nurses. This questionnaire will be sent to all parents prior to the start of school. This will help us identify the students that are at high risk and have underlying health conditions. Based upon the severity of underlying condition, a plan will be put in place for these students. If students with health concerns feel uncomfortable being in school, we will tailor virtual plans for them.	Same as Yellow Phase	School Nurse	Questionnaire	No	
Use of face coverings (masks or face shields) by all staff	All staff expected to wear a mask at all times outside of classroom setting and when social distancing can not be maintained within the classroom.	Same as Yellow Phase	Staff/Administration	Masks to be provided by school	No	
Use of face coverings (masks or face shields) by older students (as appropriate)	All students will be expected to wear a mask at all times outside of classroom and when social distancing can not be maintained within the classroom.	Same as Yellow Phase	Staff/Administration	Masks to be provided by school	No	
Unique safety protocols for students with complex needs or other vulnerable individuals	A health questionnaire to be formulated by the school nurses. This questionnaire will be sent to all parents prior to the start of school. This will help us identify the students that are at high risk and have underlying health conditions. Based upon the severity of underlying condition, a plan will be put in place for these students. If students with health concerns feel uncomfortable being in school, we will tailor virtual plans for them.	Same as Yellow Phase	School Nurse	Questionnaire	No	
Strategic deployment of staff	Berks Catholic has a core group of substitute teachers to utilize when needed. Teachers and Administration to be available when necessary to help fill in where needed.	Same as Yellow Phase	Administration	N/A	No	

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Disinfecting Classroom	Teachers/Staff/Administration	Misco Products	In-service	Misco Products to Provide		
2	Symptom overview	Teachers/Staff/Administration	School Nurse	In-Service	Nursing staff to provide		
3							
4							
5							
6							

Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Directives for Parents	Parents	Pandemic team	E-mail		
2	Directives for Teachers	Teachers	Pandemic team	E-mail		
3	Directives for students	Students	Pandemic Team	E-mail		
4						
5						
6						

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Ventilation to be maintained throughout the school day when allowable (windows and doors to remain open) Cleaning, disinfecting, and sanitation will be completed throughout the day (ie, students to wipe desks after use, teachers to wipe down door handles, light switches, and all high touch surfaces after each class period) Entire building to be disinfected and cleaned at the end of each school day.

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

Per the most current CDC guidelines, all desks within the classroom will be spaced at minimum 3 feet apart (face coverings to be worn) and 6 feet (no face covering needed) when allowable and all desks will face one direction. In classrooms with tables, all students will be distanced at a minimum 3 feet apart (face coverings to be worn) and 6 feet when allowable (no face covering needed) with the tables aligned in one direction. Classrooms will utilize one door as an entryway while using other door as the exit point (signs to be posted).

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

Social Distancing required in cafeteria

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

Hand Sanitizer to be available in all classrooms.

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

Post signs on each floor throughout hallway. Signs posted at main entrance to school as well as entrance to main office. Signs posted in all bathrooms.

Strategies, Policies & Procedures

Handling sporting activities through formal "Return to Play Plan".	Return to Play plan in place by Athletic Director. This plan is available on Berks Catholic's website
Limiting the sharing of materials among students	Notify families that students will need to have their own school supplies and sharing of supplies will be strongly discouraged.
Staggering the use of communal spaces and hallways	Stairwells designated for certain directions (one stairwell up vs. one stairwell down) Hallways posted with arrows to designate students remain on one side of hallway going one direction. Dismissal from class will be staggered allowing additional time to transition with minimal student interaction.
Adjusting transportation schedules and practices to create social distance between students	Coordinate with sending districts with drop off and pick up. Staggered dismissal time for student drivers.
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Every effort will be made to limit class size. Group work within classrooms discouraged. Look at larger spaces for oversized classes (ie gym space)
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
Other social distancing and safety practices	Masks to be worn at all times outside classroom and when unable to social distance within classrooms.

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure	An online questionnaire will be created that contains simple symptom questions that all students will be asked to fill out online while in homeroom. This will then alert nursing if a student needs further examination. Temperature check to be taken by nurse if further evaluation is needed.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Per the most current CDC guidelines, individuals exposed to COVID-19 will be required to quarantine for 14 days and check their temperature twice daily. A Doctor's note will be required for return to school. If an individual tests positive they can return once the following criteria are met: 3 days with no fever, respiratory symptoms improved, 10 days have passed since symptoms first appeared. A Doctor's note will be required for return. If a student or staff member begins to show symptoms of Covid-19 they will immediately be isolated in a designated isolation area. The individual will immediately be sent home and will be instructed to contact their Medical Provider. Once staff member/student has been sent home the school will follow the following protocol per the most current CDC guidelines: School to notify health officials and work with them and the diocese to determine best course of action for closure School to be disinfected and thoroughly cleaned during the temporary closure Parents, students, and community to be notified

Strategies, Policies & Procedures

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

Berks Catholic will follow all guidelines set forth by the CDC and local health officials for returning back to school.

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

Families will be notified immediately upon administration's knowledge of a confirmed case. This communication will be in the form of a one call while maintaining all confidentiality of the confirmed case per ADA (American Disability Act) guidelines.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

A health questionnaire to be formulated by the school nurses. This questionnaire will be sent to all parents prior to the start of school. This will help us identify the students that are at high risk and have underlying health conditions. Based upon the severity of underlying condition, a plan will be put in place for these students. If students with health concerns feel uncomfortable being in school, we will tailor virtual plans for them.

Use of face coverings (masks or face shields) by all staff

All staff will be expected to wear face coverings outside of classrooms or when social distancing can not be maintained. Face coverings will be provided to each staff member at the beginning of the school year. Protocol for sanitizing of face coverings will also be provided at time of distribution.

Use of face coverings (masks or face shields) by older students (as appropriate)

All students will be expected to wear face coverings outside of classrooms or when social distancing can not be maintained. Face coverings will be provided to each student at the beginning of the school year. Protocol for sanitizing of face coverings will also be provided at time of distribution. Correct use of face coverings will be provided to students. Signage to be posted within the building.

Unique safety protocols for students with complex needs or other vulnerable individuals

A health questionnaire to be formulated by the school nurses. This questionnaire will be sent to all parents prior to the start of school. This will help us identify the students that are at high risk and have underlying health conditions. Based upon the severity of underlying condition, a plan will be put in place for these students. If students with health concerns feel uncomfortable being in school, we will tailor virtual plans for them.

Strategic deployment of staff

Berks Catholic has a core group of substitute teachers to utilize when needed. Teachers and Administration to be available when necessary to help fill in where needed.

School

Berks Catholic High School

Date
Jul 28, 2020

