

Pennsylvania Virtual Charter School School Reopening Health and Safety Plan 2020-2021 School Year

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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Health and Safety Plan: **Pennsylvania Virtual Charter School**

Type of Reopening

- 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). Please see Appendix A.

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): **August 24, 2020**

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Rich Costa	School Safety/Security Coordinator & Facility Manager	Pandemic Coordinator, Health and Safety Plan Development & Pandemic Crisis Response Team
Nate Achey	Director of Information Technology	Health and Safety Plan Development & Pandemic Crisis Response Team
Dr. John Chandler	CEO	Health and Safety Plan Development & Pandemic Crisis Response Team
Dr. Jose Parrilla	Chief Academic Officer	Pandemic Crisis Response Team
Jason Fitzpatrick	Director of Student Services	Health and Safety Plan Development & Pandemic Crisis Response Team
Danielle Adornetto	Assistant Director of Guidance and Federal Programs	Health and Safety Plan Development & Pandemic Crisis Response Team
Christina Woltjen	School Nurse-West	Health and Safety Plan Development & Pandemic Crisis Response Team
Victoria Roache-Lelli	Regional School Nurse- East	Pandemic Crisis Response Team

Kris York	Manager of Pupil Health Services	Health and Safety Plan Development & Pandemic Crisis Response Team
Kinet Becker	Director of Special Education	Health and Safety Plan Development & Pandemic Crisis Response Team
Kiel Parker	Assistant Director of Special Education Support Services & Compliance Monitoring	Health and Safety Plan Development & Pandemic Crisis Response Team
Ms. Shaikha BuAli	High School Principal	Pandemic Crisis Response Team
Mr. Steven Schutt	Elementary School Principal	Pandemic Crisis Response Team
Mr. Richard Verga	Middle School Principal	Pandemic Crisis Response Team
Sheik Meah	Marketing Manager	Pandemic Crisis Response Team
Valerie Stearns	Content & Communications Manager	Pandemic Crisis Response Team
Sherri Tate	Sherri Tate - Chief Human Resources & Marketing Officer	Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

1. Cleaning, Sanitizing, Disinfecting, and Ventilation

Summary

PA Virtual shall follow CDC guidelines and applicable state and federal mandates for essential staff, as well as non-essential staff on a pre-approved individual basis, to return to work in the administration building. There will be disinfectant wipes and hand sanitizer at each workstation for staff to wipe down any surfaces in their work area and practice hand hygiene. There are multiple hand sanitizer stations located throughout the building in the common areas. The Facility Manager will ensure that all HVAC units are operating at optimal levels for proper ventilation and air filters are changed on a regular preventive maintenance schedule. The school will have their contracted cleaning crew come in every business day evening to ensure the building is cleaned. The school will contract for in-depth cleaning services that meet CDC guidelines as needed.

All phases of reopening under Montgomery County mandates will have PA Virtual staff telecommuting.

The health and safety of all PA Virtual's students, families, staff and independent contractors remains the top priority of PA Virtual. Decisions regarding in-person services for students with a disability shall be made on an individual basis by each student's IEP/504 plan. No in-person services shall be permitted, however, unless the health and safety guidelines of this plan together with applicable state and federal mandates regarding health and safety are followed during the provision of any in-person services.

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>*A. Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Administrative Building: Cleaning Procedures: PA Virtual has made a commitment to work side by side with our contracted cleaning company, (PBS) Professional Building Services, Inc. They are instructed to ensure all frequently touched surfaces are disinfected at the end of every business day. The administrative building will be fog disinfected before staff returns at full capacity.</p> <p>Adequate Disinfection Supplies: A list of additional disinfection supplies and PPEs have been created and ready to order for internal and external staff. PA Virtual will utilize our contracted office supply company, W.B. Mason, for the primary portion of the</p>	<p>Administrative Building: Cleaning Procedures: PA Virtual has made a commitment to work side by side with our contracted cleaning company, (PBS) Professional Building Services, Inc. They are instructed to ensure all frequently touched surfaces are disinfected at the end of every business day. The administrative building will be fog disinfected before staff returns at full capacity.</p> <p>Adequate Disinfection Supplies: A list of additional disinfection supplies and PPEs have been created and ready to order for internal and external staff. PA Virtual will utilize our contracted office supply company, W.B. Mason, for the primary portion of the</p>	<p>School Safety/ Security Coordinator & Facility Manager</p> <p>Director of Information Technology</p> <p>Director of Student Services</p> <p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>	<p>Additional CDC listed disinfecting chemicals will need to be purchased.</p> <p>Contracted cleaning company will be using CDC recommended disinfectant 3M Quat Disinfectant Cleaner Concentrates - EPA Registration Number 6836-78-10350 Vital Oxide (Residential, Commercial and Hospital Disinfectant) EPA Registration Number - 82972-1,</p> <p>Fulfillment Center will be using EPA approved disinfectant.</p>	<p>No</p>

	<p>disinfectant supplies. We have also been in contact with alternative vendors to provide the necessary supplies before staff returns.</p> <p>Training: The contracted cleaning company will be handling the cleaning, sanitizing and disinfecting per PA Virtual created protocols and CDC guidelines. The cleaning staff is trained on Covid-19 cleaning practices.</p> <p>The Fulfilment Center: Sends and receives laptops, printers and peripherals to students, staff and outside vendors. Protocols to ensure the safety of all entities will be in place to start the school year. All staff handling equipment will be required to follow CDC guidelines by wearing facial coverings, utilizing hand sanitizer, wearing gloves and practicing hand</p>	<p>disinfectant supplies. We have also been in contact with alternative vendors to provide the necessary supplies before staff returns.</p> <p>Training: The contracted cleaning company will be handling the cleaning, sanitizing and disinfecting per PA Virtual created protocols and CDC guidelines. The cleaning staff is trained on Covid-19 cleaning practices.</p> <p>The Fulfilment Center: Sends and receives laptops, printers and peripherals to students, staff and outside vendors. Protocols to ensure the safety of all entities will be in place to start the school year. All staff handling equipment will be required to follow CDC guidelines by wearing facial coverings, utilizing hand sanitizer, wearing gloves and practicing hand</p>		<p>The related services providers/evaluators will need to bring sanitizing materials, such as sanitizing spray, lotion and/or wipes.</p>	
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	<p>hygiene by frequently washing their hands. Any outside shipments of equipment should be given 24 hours of quarantine before opening and disinfecting to ensure the safety of all students and staff. Parents and students will be communicated with on how to handle packages that are shipped from our Fulfilment Center.</p> <p>In-person Related Services: Should it be determined that a student requires in-person related services and/or an evaluation, the person conducting the evaluation or providing the services will wash their hands prior to beginning the session or starting the evaluation, following CDC Guidelines. If it is not possible to wash their hands then they must use hand sanitizer before the session. All necessary equipment/materials must be fully sanitized prior to being used by the student</p>	<p>hygiene by frequently washing their hands. Any outside shipments of equipment should be given 24 hours of quarantine before opening and disinfecting to ensure the safety of all students and staff. Parents and students will be communicated with on how to handle packages that are shipped from our Fulfilment Center.</p> <p>In-person Related Services: Should it be determined that a student requires in-person related services and/or an evaluation, the person conducting the evaluation or providing the services will wash their hands prior to beginning the session or starting the evaluation, following CDC Guidelines. If it is not possible to wash their hands then they must use hand sanitizer before the session. All necessary equipment/materials must</p>			
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	<p>and following the session. When possible, services and evaluations should be conducted outside or in a well ventilated and open space. A Covid-19 pre-screening survey will need to be completed before any in- person services can be performed. Contracts with providers contain provisions that compel them to review and adhere to the School's Health & Safety Plan.</p>	<p>be fully sanitized prior to being used by the student and following the session. When possible, services and evaluations should be conducted outside or in a well ventilated and open space. A Covid-19 pre-screening survey will need to be completed before any in- person services can be performed. Contracts with providers contain provisions that compel them to review and adhere to the School's Health & Safety Plan.</p>			
<p>B. Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Disinfecting wipes will be provided in all areas of the administrative building for routine disinfecting of personal high touch items: computers, phone, etc.</p> <p>There are multiple hand sanitizer stations located throughout the building in the common areas. The Facility Manager will ensure that all HVAC units are operating at optimal</p>	<p>Disinfecting wipes will be provided in all areas of the administrative building for routine disinfecting of personal high touch items: computers, phone, etc.</p> <p>There are multiple hand sanitizer stations located throughout the building in the common areas. The Facility Manager will ensure that all HVAC units are operating at optimal</p>	<p>School Safety/ Security Coordinator & Facility Manager</p> <p>Director of Information Technology</p>	<p>Will need to purchase additional disinfecting wipes.</p>	<p>No</p>

	levels for proper ventilation and air filters are changed on a regular preventive maintenance schedule.	levels for proper ventilation and air filters are changed on a regular preventive maintenance schedule.	Director of Student Services		
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2. Social Distancing and Other Safety Protocols

Summary

Office staff will continue telework; only essential staff, as well as non-essential staff on a pre-approved individual basis, will return to work in the administration building. Staff are expected to continue to follow CDC guidelines as it relates to frequency of hand hygiene. They must limit interaction with other staff members to only necessary tasks while maintaining recommended social distancing guidelines together with following this Health and Safety Plan and CDC guidelines. In-person meetings will be limited to only essential tasks, and visitors will not be permitted.

Decisions regarding in-person services for students with a disability shall be made on an individual basis by each student’s IEP/504 plan. No in-person services shall be permitted, however, unless the health and safety guidelines of this plan together with applicable state and federal mandates regarding health and safety are followed during the provision of any in-person services. [Public service announcement\(s\)](#) will be posted in high visibility areas in our learning management system to promote health and safety protocols for in-person provision of related services.

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)
*A. Classroom/ learning space occupancy that	Social distancing in the administrative building will be implemented.	Social distancing in the administrative building will be implemented.	School Safety/	N/A	No

<p>allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible.</p>	<p>As outlined by the CDC, six feet of separation among staff will be kept in the administrative building and other spaces where feasible. Staff will wear masks as well.</p> <p>In-Person Related Services: Should a student need in-person related services and/or an evaluation, the only people present should be the provider, the student, and the learning coach/ responsible adult. All should maintain a distance of 6 feet from one another when possible.</p>	<p>As outlined by the CDC, six feet of separation among staff will be kept in the administrative building and other spaces where feasible. Staff will wear masks as well.</p> <p>In-Person Related Services: Should a student need in-person related services and/or an evaluation, the only people present should be the provider, the student, and the learning coach/ responsible adult. All should maintain a distance of 6 feet from one another when possible.</p>	<p>Security Coordinator & Facility Manager</p> <p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>		
<p>*B. Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Staff lunchroom will be closed.</p> <p>Other items not applicable to the virtual model of education.</p>	<p>Staff lunchroom will be closed.</p> <p>Other items not applicable to the virtual model of education.</p>	<p>School Safety/ Security Coordinator & Facility Manager</p>	<p>N/A</p>	<p>No</p>

<p>*C. Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand sanitizer stations will be set up in each entrance area and staff will be encouraged to use before entering the building.</p> <p>Hygiene instructions for students will be posted on the pupil health website.</p> <p>In-Person Related Services: When in-person related services or an evaluation are required, the provider and student will wash their hands and/or use hand sanitizer before the session/evaluation begins. All necessary equipment/materials must be fully sanitized prior to being used by the student and following the session.</p>	<p>Hand sanitizer stations will be set up in each entrance area and staff will be encouraged to use before entering the building.</p> <p>Hygiene instructions for students will be posted on the pupil health website.</p> <p>In-Person Related Services: When in-person related services or an evaluation are required, the provider and student will wash their hands and/or use hand sanitizer before the session/evaluation begins. All necessary equipment/materials must be fully sanitized prior to being used by the student and following the session.</p>	<p>School Safety/ Security Coordinator & Facility Manager</p> <p>Director of Information Technology</p> <p>Director of Student Services</p> <p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>	<p>Purchase of hand sanitizer in bulk quantities for entrance areas.</p> <p>Purchase additional hand soap, paper towels, etc. to support additional hand washing</p> <p>PSAs created promoting good hygiene practices</p> <p>The related services provider/evaluator will need to bring sanitizing materials, such as sanitizing spray, lotion, and/or wipes.</p>	<p>Yes</p>
<p>*D. Posting signs, in highly visible locations, that promote everyday protective</p>	<p>Social distancing and best practices wall signage and floor spacing indicators will be installed in multiple areas of the building.</p>	<p>Social distancing and best practices wall signage and floor spacing indicators will be installed in multiple areas of the building.</p>	<p>School Safety/ Security Coordinator & Facility Manager</p>	<p>Floor spacing indicators and wall signage.</p>	<p>No</p>

measures, and how to stop the spread of germs	PSAs on healthy/safe practices regarding how to stop the spread of germs will be implemented. These PSAs will be made available to parents and the community via the pupil health website.	PSAs on healthy/safe practices regarding how to stop the spread of germs will be implemented. These PSAs will be made available to parents and the community via the pupil health website.	Director of Information Technology Director of Student Services		
* E. Identifying and restricting non-essential visitors and volunteers	Nonessential visitors and volunteers are not allowed in the administrative building. Virtual meetings will be solely utilized. IEP/504/Parent Conferences held virtually.	Nonessential visitors and volunteers are not allowed in the administrative building. Virtual meetings will be solely utilized. IEP/504/Parent Conferences held virtually.	School Safety/ Security Coordinator & Facility Manager Director of Information Technology Director of Student Services		No
* F. Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	N/A	N/A			

<p>G. Limiting the sharing of materials among students</p>	<p>In-Person Related Services: When in-person related services or an evaluation are required, the provider and student will ensure all necessary equipment/ materials are fully sanitized prior to being used by the student following the session.</p>	<p>In-Person Related Services: When in-person related services or an evaluation are required, the provider and student will ensure all necessary equipment/ materials are fully sanitized prior to being used by the student following the session.</p>	<p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>	<p>The related services provider/ evaluator will need to bring sanitizing materials, such as sanitizing spray, lotion, and/or wipes.</p>	
<p>H. Staggering the use of communal spaces and hallways</p>	<p>N/A</p>	<p>N/A</p>			
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Students who receive transportation services will be transported individually in one vehicle so adjusting schedules and creating social distancing practices between students is unnecessary. The driver will be required to wear a face mask/covering at all times. Unless there is an accommodation in the student's IEP/504 Plan, the student will be required to wear a face mask/covering at all times. The vehicle will be thoroughly cleaned and</p>	<p>Students who receive transportation services will be transported individually in one vehicle so adjusting schedules and creating social distancing practices between students is unnecessary. The driver will be required to wear a face mask/covering at all times. Unless there is an accommodation in the student's IEP/504 Plan, the student will be required to wear a face mask/covering at all times. The vehicle will be thoroughly cleaned and</p>	<p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>	<p>The provider will need to supply their own face masks/coverings and sanitizing materials, such as sanitizing spray, lotion, and/or wipes.</p>	<p>N</p>

	sanitized, per CDC guidelines, in between each trip.	sanitized, per CDC guidelines, in between each trip.			
J. Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	No more than one staff at a time at any copier. Use disinfectant/sanitizer once finished at the copier work space	No more than one staff at a time at any copier. Use disinfectant/sanitizer once finished at the copier work space			
K. Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	PA Virtual will ensure a Health and Safety Plan from each school/ placement facility is received and will make changes as necessary to accommodate those plans	PA Virtual will ensure a Health and Safety Plan from each school/ placement facility is received and will make changes as necessary to accommodate those plans	Assistant Director of Special Education Support Services and Compliance Monitoring		N
L. Other social distancing and safety practices	To the extent possible, and based on the needs of the student, the session in which the staff person or independent contractor providing in-person services is working with	To the extent possible, and based on the needs of the student, the session in which the staff person or independent contractor providing in-person services is working with	Assistant Director of Special Education Support Services and		N

	<p>the student, is only to have the student and the in-person service provider in the room. At most, only one other family member may be permitted to be in the room during the session if consistent with CDC guidelines, and the family member must remain at least 6 feet from the child and the related service provider.</p>	<p>the student, is only to have the student and the in-person service provider in the room. At most, only one other family member may be permitted to be in the room during the session if consistent with CDC guidelines, and the family member must remain at least 6 feet from the child and the related service provider.</p>	<p>Compliance Monitoring</p>		
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3. Monitoring Student and Staff Health

Summary

Decisions regarding in-person services for students with a disability shall be made on an individual basis by each student's IEP / 504 plan. No in-person services shall be permitted, however, unless the health and safety guidelines of this plan together with applicable state and federal mandates regarding health and safety are followed during the provision of any in-person services.

If any staff person who works in the King of Prussia office is at a higher risk of serious illness from COVID-19, he/she should contact their Supervisor and Chief Human Resources & Marketing Officer and arrangements may be made for continuing telework. All employees of the main office will be required each morning to conduct a symptom check and temperature screening, using the CDC document on "Symptoms of Coronavirus (COVID-19)" handout, and then to complete a self-report health status before entering the building. If the employee demonstrates any symptoms and/or history of exposure to COVID-19, they should contact their supervisor and plan to telework for that day. After three days, if symptoms persist, the employee should make arrangements to be tested for COVID-19. When the results come back, if they are negative, the employee should return to work and continue to take all necessary and appropriate CDC recommended safety precautions. If the results come back as positive, they should contact the Chief Human Resources & Marketing Officer and plan to self-quarantine according to [CDC guidelines](#). If the employee has a history of exposure to COVID-19 and are asymptomatic they should contact the Chief Human Resources & Marketing Officer and plan to self-quarantine for two weeks. After such time, when they are medically cleared by their physician to return to work, submit that documentation to HR, they should continue to practice all necessary and appropriate Department of Health recommended safety precautions listed on the exclusion and return to school procedures:

<https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002>

School Community:

As events change where within-school-year changes are warranted, such as the introduction of in-person events and state testing, email communication will go out to the entire school community and will be updated as new information is available.

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>* A. Monitoring students and staff for symptoms and history of exposure</p>	<p>No staff with symptoms of Covid-19 or an elevated temperature are allowed at the administrative building.</p> <p>Staff and students must notify the school if an absence is due to COVID-19.</p> <p>Reminder messages to staff importance of daily symptom monitoring.</p> <p>On-site screening for symptoms and temperature check is required for all staff entering the building.</p> <p>Staff should self-report COVID-19 symptoms to their supervisor.</p> <p>In Person Related Services: Should in-person related services or an evaluation be required, the provider will communicate with the</p>	<p>No staff with symptoms of Covid-19 or an elevated temperature are allowed at the administrative building.</p> <p>Staff and students must notify the school if an absence is due to COVID-19.</p> <p>Reminder messages to staff importance of daily symptom monitoring.</p> <p>On-site screening for symptoms and temperature check is required for all staff entering the building.</p> <p>Staff should self-report COVID-19 symptoms to their supervisor.</p> <p>In Person Related Services: Should in-person related services or an evaluation be required, the provider will communicate with the</p>	<p>Staff Supervisors, Building Principals</p> <p>School Nurses</p> <p>Human Resources</p> <p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>	<p>Prescreening Covid-19 Form</p>	<p>Y</p>

	family prior to providing the services/ conducting the evaluation to ensure that no one in the household has any COVID-19 symptoms or exposure to someone who is experiencing COVID-19 symptoms or has tested positive for COVID-19 prior to the service/ evaluation taking place	family prior to providing the services/ conducting the evaluation to ensure that no one in the household has any COVID-19 symptoms or exposure to someone who is experiencing COVID-19 symptoms or has tested positive for COVID-19 prior to the service/ evaluation taking place			
* B. Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>Individuals who are sick or have an elevated temperature will be sent home or to a healthcare facility depending on how severe their symptoms are; prior to leaving the building, guidance for self-isolation at home and guidelines for returning to school will be provided - see Home Guidance and Exclusion From and Return to School Requirements.</p> <p>Students who are well enough to continue learning can continue live virtual learning.</p>	<p>Individuals who are sick or have an elevated temperature will be sent home or to a healthcare facility depending on how severe their symptoms are; prior to leaving the building, guidance for self-isolation at home and guidelines for returning to school will be provided - see Home Guidance and Exclusion From and Return to School Requirements.</p> <p>Students who are well enough to continue learning can continue live virtual learning</p>	<p>School Safety/ Security Coordinator & Facility Manager</p> <p>School Nurses</p> <p>Human Resources</p> <p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>		Y

	<p>In-Person Related Services: If the student, a member of their household, the related services provider, or the evaluator are experiencing symptoms of COVID-19 or have been exposed to someone who is experiencing symptoms/ tested positive for COVID-19, or they themselves have tested positive for COVID-19 no in-person services or evaluations can take place among these individuals. An alternative plan for the provision of services or the evaluation will be determined by the school administration, school nurse, and IEP/504 team on a case-by-case basis. Providers are required to communicate this information to the student's Special Education Support Service Coordinator as soon as possible.</p>	<p>In-Person Related Services: If the student, a member of their household, the related services provider, or the evaluator are experiencing symptoms of COVID-19 or have been exposed to someone who is experiencing symptoms/ tested positive for COVID-19, or they themselves have tested positive for COVID-19 no in-person services or evaluations can take place among these individuals. An alternative plan for the provision of services or the evaluation will be determined by the school administration, school nurse, and IEP/504 team on a case-by-case basis. Providers are required to communicate this information to the student's Special Education Support Service Coordinator as soon as possible. .</p>			
*C. Returning isolated or	Supervisors in consultation with the	Supervisors in consultation with the	School Safety/		Y

<p>quarantined staff, students, or visitors to school</p>	<p>nurses as needed will follow the Exclusion From and Return to School Requirements as outlined by the Montgomery County Office of Public Health (MCOPH).</p> <p>Isolated or quarantined individuals may be required to provide medical notes to return to school/work.</p> <p>In-Person Related Services: If the student, a member of their household, the related services provider, or the evaluator tested positive for COVID-19, before in-person services resume or the evaluation can take place, the individuals must be quarantined as advised by CDC guidelines. The in-person service or the evaluation will be rescheduled following the quarantine period.</p>	<p>nurses as needed will follow the Exclusion From and Return to School Requirements as outlined by the Montgomery County Office of Public Health (MCOPH).</p> <p>Isolated or quarantined individuals may be required to provide medical notes to return to school/work.</p> <p>In-Person Related Services: If the student, a member of their household, the related services provider, or the evaluator tested positive for COVID-19, before in-person services resume or the evaluation can take place, the individuals must be quarantined as advised by CDC guidelines. The in-person service or the evaluation will be rescheduled following the quarantine period.</p>	<p>Security Coordinator & Facility Manager</p> <p>School Nurses</p> <p>Human Resources</p> <p>Assistant Director of Special Education Support Services and Compliance Monitoring</p>		
<p>D. Notifying staff, families, and the public of</p>	<p>Pandemic Coordinator/CEO will communicate changes to</p>	<p>Pandemic Coordinator/CEO will communicate changes to</p>	<p>CEO</p>		<p>N</p>

<p>school closures and within-school-year changes in safety protocols</p>	<p>safety protocols and school closures on the school website and via electronic communications.</p> <p>In-person Services:</p> <p>In the event that the Governor’s Order once more closes schools or the Charter School or the related service provider determine that in-person services must temporarily stop, the service provider will provide communication by phone and email to the family immediately and the Charter School will follow up with appropriate written notification to the family. Except for the Governor’s state-wide closure of all schools, decisions with regard to in-person services shall be made on an individual basis by the IEP Team consistent with applicable laws and health and safety guidelines.</p>	<p>safety protocols and school closures on the school website and via electronic communications.</p> <p>In-person Services:</p> <p>In the event that the Governor’s Order once more closes schools or the Charter School or the related service provider determine that in-person services must temporarily stop, the service provider will provide communication by phone and email to the family immediately and the Charter School will follow up with appropriate written notification to the family. Except for the Governor’s state-wide closure of all schools, decisions with regard to in-person services shall be made on an individual basis by the IEP Team consistent with applicable laws and health and safety guidelines.</p>	<p>School Safety/ Security Coordinator & Facility Manager</p>		
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	<p>School Community:</p> <p>As events change during the school year which allow for the introduction of in-person events and/or state testing, email communication will go out to the entire school community and will be updated as new information is available.</p>	<p>School Community:</p> <p>As events change during the school year which allow for the introduction of in-person events and/or state testing, email communication will go out to the entire school community and will be updated as new information is available.</p>			
<p>E. Other monitoring and screening practices</p>	<p>Individuals who travel outside of Pennsylvania are expected to be aware of current guidance from the PA Department of Health.</p> <p>Current guidance recommends a 14 day quarantine when returning to Pennsylvania from several states.</p>	<p>Individuals who travel outside of Pennsylvania are expected to be aware of current guidance from the PA Department of Health.</p> <p>Current guidance recommends a 14 day quarantine when returning to Pennsylvania from several states.</p>	School Nurses		Y

4. Other Considerations for Students and Staff

Summary

For the majority of our students, all instructional delivery and services are able to be provided virtually. Protocols for students with disabilities will be addressed on a case-by-case basis and appropriate accommodations will be considered to fully support their

safety and learning to the extent consistent with this Health and Safety Plan and applicable laws and applicable health and safety guidelines.

Office:

If any staff person who works in the main office is at a higher risk to serious illness from COVID-19, he/she should contact their Supervisor and Executive Director of Human Resources and arrangements may be made for continuing telework. Any staff in a cubicle must have a mask or face shield on throughout the day. Any staff person in an office must have a mask on at any time another person is in the room.

In-Person Services:

Decisions regarding in-person services for students with a disability shall be made on an individual basis by each student’s IEP / 504 plan. No in-person services shall be permitted, however, unless the health and safety guidelines of this plan together with applicable state and federal mandates regarding health and safety are followed during the provision of any in-person services.

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)
*A. Protecting students and staff at higher risk for severe illness	For the majority of our students, all instructional delivery and services are able to be provided virtually. Protocols for students who are high risk or have disabilities will be addressed on a case-by-case basis and appropriate accommodations will be considered to fully support	For the majority of our students, all instructional delivery and services are able to be provided virtually. Protocols for students are high risk or have disabilities will be addressed on a case-by-case basis and appropriate accommodations will be considered to fully support	School Safety/ Security Coordinator & Facility Manager Assistant Director of Special Education	IEP/504/ IHP Assistive Technology	

	their safety and learning to the extent consistent with this Health and Safety Plan and applicable laws and applicable health and safety guidelines.	their safety and learning to the extent consistent with this Health and Safety Plan and applicable laws and applicable health and safety guidelines.	Support Services and Compliance Monitoring		
*B. Use of face coverings (masks or face shields) by all staff	All adults must wear face coverings (mask or shield) while on school property or providing related services.	All adults must wear face coverings (mask or shield) while on school property or providing related services.	School Safety/Security Coordinator & Facility Manager Assistant Director of Special Education Support Services and Compliance Monitoring	Masks/face coverings Signage Related Service Providers will need to supply their own face masks/coverings.	N
*C. Use of face coverings (masks or face shields) by all students	In-Person Related Services: When in-person related services or an evaluation are required, the student receiving the services or being	In-Person Related Services: When in-person related services or an evaluation are required, the student receiving the services or being	Assistant Director of Special Education Support Services		

	<p>evaluated, along with any members of their household (two years of age or older) who are present during the service or the evaluation must wear a face mask at all times. As per PDE Guidelines, students will be required to wear a face mask/covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering when receiving in-person services. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 Plan</p>	<p>evaluated, along with any members of their household (two years of age or older) who are present during the service or the evaluation must wear a face mask at all times. As per PDE Guidelines, students will be required to wear a face mask/covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering when receiving in-person services. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 Plan team.</p>	and Compliance Monitoring		
<p>D. Unique safety protocols for students with complex needs or other</p>	<p>These protocols will be developed, discussed and implemented by IEP/504/IHP teams for individual students with related services deemed essential.</p>	<p>These protocols will be developed, discussed and implemented by IEP/504/IHP teams for individual students with related services deemed essential.</p>	Assistant Director of Special Education Support Services and		Training based on individual student needs

vulnerable individuals	To the degree possible and appropriate school nurses will monitor the health of vulnerable students.	To the degree possible and appropriate school nurses will monitor the health of vulnerable students.	Compliance Monitoring		
E. Strategic deployment of staff	Each school will have a class coverage plan for staff who are absent and when substitute teachers are unavailable.	Each school will have a class coverage plan for staff who are absent and when substitute teachers are unavailable.	Chief Human Resources & Marketing Officer Principals	Substitutes, Coverage Plan	Yes (Depending on assignment)

5. Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Training on CDC Guidelines; Social Distancing, face covering, hand washing and sanitizing, etc.	Staff and Students	Director of Onboarding & Professional Development Principals	Virtual Training	CDC Website, Blackboard Connect	August Professional Development	August Professional Development
Placing related services or an evaluation on hold	Special Education Support Service Coordinators, Special Education Teachers, Pupil Health	Assistant Director of Special Education Support Services and Compliance Monitoring	Virtual Training	Written instructions/procedures on what to do should we be notified that someone involved with in-person related services/ evaluations has symptoms of, was exposed to, or tested positive for COVID-19	August	August

6. Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date	Topic
Covid-19 Communication Processes	Staff, Students and Learning Coaches	Content & Communications Manager	Website, Blackboard, Weekly Newsletter, PDE Website	August	August	August

Health and Safety Plan Summary: PA Virtual Charter School

Anticipated Launch Date: August 24, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<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>	<p>Administrative Building: Cleaning Procedures: PA Virtual has made a commitment to work side by side with our contracted cleaning company, (PBS) Professional Building Services, Inc. They are instructed to ensure all frequently touched surfaces are disinfected at the end of every business day. The administrative building will be fog disinfected before staff returns at full capacity.</p> <p>Adequate Disinfection Supplies: A list of additional disinfection supplies and PPEs have been created and ready to order for internal and external staff. PA Virtual will utilize our contracted office supply company, W.B. Mason, for the primary portion of the disinfectant supplies. We have also been in contact with alternative vendors to provide the necessary supplies before staff returns.</p> <p>Training: The contracted cleaning company will be handling the cleaning, sanitizing and disinfecting per PA Virtual created protocols and CDC guidelines. The cleaning staff is trained on Covid-19 cleaning practices.</p>

	<p>The Fulfilment Center: Sends and receives laptops, printers and peripherals to students, staff and outside vendors. Protocols to ensure the safety of all entities will be in place to start the school year. All staff handling equipment will be required to follow CDC guidelines by wearing facial coverings, utilizing hand sanitizer, wearing gloves and practicing hand hygiene by frequently washing their hands. Any outside shipments of equipment should be given 24 hours of quarantine before opening and disinfecting to ensure the safety of all students and staff. Parents and students will be communicated with on how to handle packages that are shipped from our Fulfilment Center.</p> <p>In-person Related Services: Should it be determined that a student requires in-person related services and/or an evaluation, the person conducting the evaluation or providing the services will wash their hands prior to beginning the session or starting the evaluation, following CDC Guidelines. If it is not possible to wash their hands then they must use hand sanitizer before the session. All necessary equipment/materials must be fully sanitized prior to being used by the student and following the session. When possible, services and evaluations should be conducted outside or in a well ventilated and open space. Contracts with providers contain provisions that compel them to review and adhere to the School's Health & Safety Plan.</p>
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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>	<p>Social distancing in the administrative building will be implemented.</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>As outlined by the CDC, six feet of separation among staff will be kept in the administrative building and other spaces where feasible. Staff will wear masks as well.</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Staff lunchroom will be closed.</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Other items not applicable to the virtual model of education.</p>
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>Hand sanitizer stations will be set up in each entrance area and staff will be encouraged to use before entering the building.</p>
<p>Limiting the sharing of materials among students</p>	<p>Hygiene instructions for students will be posted on the pupil health website.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Social distancing and best practices wall signage and floor spacing indicators will be installed in multiple areas of the building.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>PSAs on healthy/safe practices regarding how to stop the spread of germs will be implemented. These PSAs will be made available to parents and the community via the pupil health website.</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>Nonessential visitors and volunteers are not allowed in the administrative building.</p>
<p>Other social distancing and safety practices</p>	<p>Virtual meetings will be solely utilized.</p>
	<p>IEP//504/Parent Conferences held virtually.</p>
	<p>In-Person Related Services: Should a student need in-person related services and/or an evaluation, the only people present should be the provider, the student, and the</p>

	<p>learning coach/ responsible adult. All should maintain a distance of 6 feet from one another when possible.</p> <p>The provider and student must wash their hands and/or use sanitizer before the session begins. All necessary equipment/ materials must be fully sanitized prior to being used by the student and following the session. The provider will need to supply all sanitizing materials such as sanitizing spray, lotion, and/or wipes.</p> <p>Students who receive transportation services will be transported individually in one vehicle so adjusting schedules and creating social distancing practices between students is unnecessary. The driver will be required to wear a face mask/covering at all times. Unless there is an accommodation in the IEP/504 Plan, the student will be required to wear a face mask/covering at all times. The vehicle will be thoroughly cleaned and sanitized, per CDC Guidelines, in between each trip. The provider will need to supply their own face masks/coverings and sanitizing materials such as sanitizing spray, lotion, and/or wipes.</p> <p>PA Virtual will ensure a Health and Safety Plan from each school/ placement facility is received and will make changes as necessary to accommodate those plans. Additionally, contracts with private placements or IU programs should contain provisions which compel review and adherence to the Charter School's Health & Safety Plan.</p>
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	No staff with symptoms of Covid-19 or an elevated temperature are allowed at the administrative building.

<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>	<p>Staff and students must notify the school if an absence is due to COVID-19.</p> <p>Reminder messages to staff importance of daily symptom monitoring.</p> <p>On-site screening for symptoms of Covid-19 and temperature check is required for all staff entering the building.</p> <p>Staff should self-report COVID-19 symptoms to their supervisor.</p> <p>Individuals who are sick or have an elevated temperature will be sent home or to a healthcare facility depending on how severe their symptoms are; prior to leaving the building, guidance for self-isolation at home and guidelines for returning to school will be provided - see Home Guidance and Exclusion From and Return to School Requirements.</p> <p>Students who are well enough to continue learning can continue live virtual learning.</p> <p>Supervisors in consultation with the nurses as needed will follow the Exclusion From and Return to School Requirements as outlined by the Montgomery County Office of Public Health (MCOPH).</p> <p>Isolated or quarantined individuals may be required to provide medical notes to return to school/work.</p> <p>Pandemic Coordinator / CEO will communicate changes to safety protocols and school closures on the school website and via electronic communications</p>
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Individuals who travel outside of Pennsylvania are expected to be aware of current [guidance](#) from the PA Department of Health.

Current guidance recommends a 14 day quarantine when returning to Pennsylvania from several states.

In Person Related Services:

Should in-person related services or an evaluation be required, the provider will communicate with the family prior to providing the services/ conducting the evaluation to ensure that no one in the household has any COVID-19 symptoms or exposure to someone who is experiencing COVID-19 symptoms or has tested positive for COVID-19

If the student, a member of their household, the related services provider, or the evaluator are experiencing symptoms of COVID-19 or have been exposed to someone who is experiencing symptoms/ tested positive for COVID-19, or they themselves have tested positive for COVID-19 no in-person services or evaluations can take place among these individuals. An alternative plan for the provision of services or the evaluation will be determined by the school administration, school nurse, and IEP/504 team on a case-by-case basis. Providers are required to communicate this information to the student's Special Education Support Service Coordinator as soon as possible

If the student, a member of their household, the related services provider, or the evaluator tested positive for COVID-19, before in-person services resume or the evaluation can take place, the individuals must be quarantined as advised by CDC guidelines. The in-person service or the evaluation will be rescheduled following the quarantine period.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <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>	<p>For the majority of our students, all instructional delivery and services are able to be provided virtually. Protocols for students who are high risk or have disabilities will be addressed on a case-by-case basis and appropriate accommodations will be considered to fully support their safety and learning to the extent consistent with this Health and Safety Plan and applicable laws and applicable health and safety guidelines.</p> <p>Each school will have a class coverage plan for staff who are absent and when substitute teachers are unavailable. All adults must wear face coverings (mask or shield) while on school property or providing related services.</p> <p>In-Person Related Services: When in-person related services or an evaluation are required, the student receiving the services or being evaluated, along with any members of their household (two years of age or older) who are present during the service or the evaluation must wear a face mask at all times. As per PDE Guidelines, students will be required to wear a face mask/covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering when receiving in-person services. Accommodations for such students will be made in partnership with the student's health care provider,</p>

	school nurse, and IEP/504 Plan. These protocols will be developed, discussed and implemented by IEP/504/IHP teams for individual students with related services deemed essential. To the degree possible and appropriate school nurses will monitor the health of vulnerable students.
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Health and Safety Plan Professional Development

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Health and Safety Plan Communications

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Covid-19 Communication Processes	Staff, Students and Learning Coaches	Content & Communications Manager	Website, Blackboard, Weekly Newsletter, PDE Website	August	August	August

Resource Links

[Montgomery County Health Department COVID-19 School Guidance](#)

[CDC COVID-19 Childcare, Schools, and Youth Programs](#)

[Chester County Health Department COVID-19 School Guidance](#)

[PA Department of Health COVID-19 Information for Travelers](#)

[American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[Pennsylvania School Reopening Task Force Report](#)

[Symptom Checklist & Survey](#)

[Waiver](#)

[Amendment to Services Agreement](#)

[Appendix A- Continuity of Education Plan](#)

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for PA Virtual Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on 08 / 13 / 2020
(month, day, year)

The plan was approved by a vote of:

Yes

No

Affirmed on: 08 / 12 / 2020
(month, day, year)

By:



(Signature* of Board President)

Bonnie M. Schaefer

(Print name)

APPENDIX A

2020-21 SCHOOL YEAR LEARNING PLAN