

## Health and Safety Plan Summary: PA Virtual Charter School

**Initial Effective Date:** July 30, 2021

**Date of Last Review:** August 17, 2021

**Date of Last Revision:** July 29, 2021

### Pandemic Coordinator/Team

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

<b>Christina Woltjen</b>	School Nurse-West	Health and Safety Plan Development & Pandemic Crisis Response Team
<b>Victoria Roache-Lelli</b>	Regional School Nurse- East	Pandemic Crisis Response Team
<b>Kris York</b>	Manager of Pupil Health Services	Health and Safety Plan Development & Pandemic Crisis Response Team
<b>Kinet Becker</b>	Director of Special Education	Health and Safety Plan Development & Pandemic Crisis Response Team
<b>Kiel Parker</b>	Assistant Director of Special Education Support Services & Compliance Monitoring	Health and Safety Plan Development & Pandemic Crisis Response Team
<b>Ms. Shaikha BuAli</b>	High School Principal	Pandemic Crisis Response Team
<b>Mr. Steven Schutt</b>	Elementary School Principal	Pandemic Crisis Response Team
<b>Mr. Richard Verga</b>	Middle School Principal	Pandemic Crisis Response Team
<b>Sherri Tate</b>	Sherri Tate - Chief Human Resources & Marketing Officer	Pandemic Crisis Response Team

## Summary

PA Virtual shall follow CDC guidelines as well as applicable state and federal recommendations for all staff that physically return to work in the King of Prussia administration building. The health and safety of all PA Virtual's students, families, staff and independent contractors remains the top priority of PA Virtual.

Forehead temperature reading and mask detection kiosks have been deployed at each entrance of the facility. All staff members or guests that enter the office are required to use the kiosks before leaving the foyers and entering the main building space. If the kiosk identifies an elevated forehead temperature, that individual is required to leave the building immediately and contact their supervisor. There are additional hand held thermal forehead readers at the front desk if the first layer of safety should fail for any reason.

Our current mask wearing policy in the facility requires every staff member and guest to wear a mask when entering the building and in the common areas outside of their office. We will continue to monitor and follow CDC guidance on mask wearing within a K-12 school. CDC guidance allows school administrators the option to make mask use universally required (i.e., required regardless of vaccination status) in the school.

The school will continue to follow CDC and DOH recommended practices for social distancing within the facility. An office request form was developed and deployed to allow any staff member that resides and works out of a cubicle could request accommodations to obtain a physical office to work in. We will continue to monitor and follow CDC guidance on social distancing within a K-12 school.

A hired cleaning staff will clean and disinfect high touch areas, along with normal duties, nightly throughout the business week. The facility will be electrostatically disinfected when a staff member reports having symptoms of Covid-19 and if heavier staff, student, parent, vendor and contractor traffic is observed. Staff will also be provided with disinfectant and encouraged to wipe down their personal space frequently.

There will be disinfectant wipes and hand sanitizer at locations near workstations 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. Standard pleated filters will be upgraded to Merv-13 filters in every air conditioning unit and changed four times a year during quarterly preventive maintenance. Halo and Guardian air duct purifiers will be installed in all nine HVAC units for improved ventilation and air quality.

PA Virtual participated in the Montgomery County Intermediate Unit (MCIU) state J&J vaccination staff deployment program, has provided links to additional vaccination opportunities in their region and will continue to provide pertinent vaccine information to all staff through the pandemic coordinator. (*Find a COVID-19 Vaccine: Search [vaccines.gov](https://www.vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you in the U.S.*)

## **School Community**

Overall, for the majority of our students, instructional delivery and most services are able to be provided virtually. PA Virtual will resume hosting in-person school events. If pandemic conditions change, such as cessation of in-person events and state testing, email communication will go out to the entire school community and will be updated as new information becomes available. PA Virtual will follow all recommended CDC and PDE guidelines to host safe in-person community events. All in attendance at in-person school community events or home visits, health screenings, in-person related services etc. (two years of age or older) must wear a face mask at all times. Students will be required to wear a face

mask/covering unless they have a medical or mental health condition or disability that precludes the wearing of a face covering when receiving in-person services. 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.

### **American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Fund**

PA Virtual is evaluating the ARP/ESSER grant funding eligible parameters to ensure the safety of staff, students, parents, contractors, vendors and guests.

- 1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

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. Each school implements a class coverage plan for staff who are absent and when substitute teachers are unavailable.

Decisions regarding in-person services for students with a disability shall be made on an individual basis by each student's IEP/504 plan. 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.

All students, siblings and adults must wear face coverings (mask or shield when disabilities have been determined) while on school property, conducting home visits, attending outings or providing related services.

- 2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

For the majority of our students, all instructional delivery and services are able to be provided virtually. Protocols for students with disabilities are 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. PA Virtual provides all support services to students and staff through our online model of education. Virtual support sessions for both students and staff, mental health clubs, tutoring, mentoring, counseling, and virtual teacher office hours for families will continue to address and proactively support our student and staff population.

PA Virtual employs approximately 300 staff, the majority are remote employees. Limited staff, 8 or less, report to the King of Prussia office on a weekly basis. If any of the limited staff who

report to the office are at 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. If any employee demonstrates 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 per the current CDC recommendations. 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/28901/School-Exclusion-Guide?bidId=>

3. **Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.**

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p><b>a. Universal and correct wearing of <a href="#">masks</a>;</b></p>	<p>Our current mask wearing policy in the facility requires every staff member and guest to wear a mask when entering the building and in the common areas outside of their office. We will continue to monitor and follow CDC guidance on mask wearing within a K-12 school. CDC guidance allows school administrators the option to make mask use universally required (i.e., required regardless of vaccination status) in the school.</p>
<p><b>b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);</b></p>	<p>The school will continue to follow CDC and DOH recommended practices for social distancing within the facility. An office request form was developed and deployed to allow any staff member that resides and works out of a cubicle could request accommodations to obtain a physical office to work in. We will continue to monitor and follow CDC guidance on social distancing within a K-12 school.</p>

<p>c. <a href="#">Handwashing and respiratory etiquette</a>;</p>	<p>Staff is also encouraged to practice healthy hand hygiene by continually washing their hands and using the provided PPEs to assist with disinfection of high touch areas.</p>
<p>d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a>;</p>	<p><b>Cleaning</b> - A hired cleaning staff will clean and disinfect high touch areas, along with normal duties, nightly throughout the business week. The facility will be electrostatically disinfected when a staff member reports having symptoms of Covid-19 and if heavier staff, student, parent, vendor and contractor traffic is observed. Staff will also be provided with disinfectant and encouraged to wipe down their personal space frequently.</p> <p><b>Ventilation</b> – Standard pleated filters will be upgraded to Merv-13 filters in every air conditioning unit and changed four times a year during quarterly preventive maintenance. Halo and Guardian air duct purifiers will be installed on all 9 HVAC units for improved ventilation and air quality.</p>
<p>e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a>, in collaboration with the State and local health departments;</p>	<p>Any staff member that reports to the office and reported testing positive for Covid-19 will be mandated to follow CDC and Local County Health Department recommendations for isolation and quarantine. The local Health Department will be notified to assist with contact tracing of the identified staff member.</p>
<p>f. <a href="#">Diagnostic</a> and screening testing;</p>	<p>Forehead temperature reading and mask detection kiosks have been deployed at each entrance of the facility. All staff members and guests that enter the office are required to use the kiosks before leaving the foyers and entering the main building space. If the kiosk identifies an elevated forehead temperature, that individual is required to leave the building immediately and contact their supervisor. There are additional hand held thermal forehead readers at the front desk if the first layer of safety should fail for any reason.</p>
<p>g. Efforts to provide <a href="#">vaccinations to school communities</a>;</p>	<p>PA Virtual participated in the statewide intermediate unit J&amp;J vaccination deployment program. PA Virtual</p>

	<p>continues to provide links to additional vaccination opportunities in the local regions of the PA Virtual staff. <i>(Find a COVID-19 Vaccine: Search <a href="https://www.vaccines.gov">vaccines.gov</a>, text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you in the U.S.)</i></p>
<p><b>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</b></p>	<p>Decisions regarding appropriate accommodations for students with disabilities shall be made on an individual basis, collectively agreed to by each student's IEP/504 team.</p>
<p><b>i. Coordination with state and local health officials.</b></p>	<p>Any student or staff who reports testing positive for Covid-19 will be mandated to follow CDC and their Local County Health Department recommendations for isolation and quarantine especially if the student or staff member was present at a recent face to face school event. In the case of a student or staff member testing positive after a school event, their county health department will be notified to assist with contact tracing of the identified student or staff member and the school community in attendance from that event will be notified.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **PA Virtual Charter School** reviewed and approved the Health and Safety Plan on **August 23, 2021**.

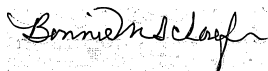
The plan was approved by a vote of:

  6   Yes

  0   No

Affirmed on: **August 23, 2021**

By:



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*(Signature\* of Board President)*

Bonnie Schaeffer

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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.