



## **Saint Joseph High School Phased School Reopening Health and Safety Plan**



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Saint Joseph High School has created 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 SJHS is tailored to the unique needs of SJHS and was created in consultation with local health agencies. Given the dynamic nature of the pandemic, the plan incorporates enough flexibility to adapt to changing conditions.

The most up to date plan will always be posted on the SJHS website (from the home page click the "Information on COVID-19" button).

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: **Saint Joseph High School**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

## Type of Reopening

### Key Questions

- **How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?**
  - Saint Joseph High School will be reopening with full staff and student body based upon the phase for Allegheny County.
  
- **How did you engage stakeholders in the type of re-opening your school entity selected?**
  - A diocesan-wide planning team that consisted of local principals and central administration was formed to research best practices and gather research based resources. Local school parents were surveyed to provide us with valuable insight on the perceptions and feelings of our families regarding education during COVID-19. The Recovery plan was then drafted using the best available resources and then vetted through various focus groups composed of local teachers, parents and pastors.
  
- **How will you communicate your plan to your local community?**
  - The COVID-19 Educational Recovery Plan will be disseminated to all stakeholder groups (Administrators, Parents, Teachers) via email. The document will be placed on the local schools' websites for public inspection.
  
- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**
  - Decisions will be made by the pandemic team in coordination with local and state health agencies.

### Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- ✓ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
  
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
  
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 26<sup>th</sup> 2020**

## Pandemic Coordinator/Team

SJHS has identified a pandemic coordinator and pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinators and team are responsible for facilitating the local planning process, monitoring implementation of the Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. The table below identifies the stakeholder group.

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students;

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Beverly Kaniecki</b>	Principal	Plan Development and Response Team
<b>Kimberly Minick</b>	Assistant Principal	Plan Development and Response Team
<b>Kathleen Morrone</b>	Teacher	Plan Development
<b>Shane Palumbo</b>	Admissions and PR Director	Plan Development
<b>Michael Pater</b>	Teacher	Plan Development
<b>Tony Corso</b>	Building Manager	Plan Development

## Key Strategies, Policies, and Procedures

For each domain of the Health and Safety Plan, SJHS drafted a detailed summary describing the key strategies, policies, and procedures our LEA will employ to satisfy the requirements of the domain. The summary is key information that staff, students, and families require to clearly understand the plan for the phased reopening of SJHS.

For each requirement within each domain, SJHS has documented the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?**
  - The school buildings are always cleaned in the summer in preparation for the return to school. Cleaning will be done with soap and water, then followed by the application of an EPA-approved disinfectant. Frequently touched surfaces, such as desks, light switches, keyboards, will be cleaned regularly throughout the school day and disinfected after school each day. Classrooms will be cleaned and disinfected, and then closed off to others. SJHS has purchased a recommended spray disinfectant, which can be sprayed with a wand, for in-between disinfecting and quick and easy use on surfaces and floors. School administration has contracted with a professional cleaning company for effective cleaning and disinfectant supplies and procedures.
- **How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?**
  - SJHS procured disinfection supplies for student enrollment, staff, and overall size of the school building. Hand sanitizers, disinfectant wipes, etc. will be utilized throughout the school day.
- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**

The initial cleaning will be done before the students and staff return to school. Once school is in session, staff will conduct the regular cleaning of areas, particularly highly touched surfaces, using a product that is both a cleaner and a disinfectant. During the day, while school is in session, the staff will regularly wipe doorknobs, railings, and other frequently touched surfaces with a disinfectant cleaner. Bathrooms will be cleaned and disinfected regularly throughout the school day. Hand sanitizing pumps will be placed in the hallways for easy access at all times for everyone.



- **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 faculty, staff and maintenance will be trained on appropriate methods to keep surfaces, learning spaces, classrooms, desks, hands, materials, etc. clean. Maintenance staff will be trained on the process to keep restrooms, hallways, staircases, floors, banisters, ventilations systems, classrooms, etc clean and sanitized.
  - Training will be provided during Professional Development sessions in August, and in October, if needed, and throughout the school year.
    - If possible, training videos such as these from **32BJ** (<https://www.youtube.com/watch?v=tbGvwmeYVO4>) or from **Corovox** (<https://www.youtube.com/watch?v=mCBRKPZWY0g>) or from **Babylon Health** ([https://www.youtube.com/results?search\\_query=handwashing+videos+for+covid](https://www.youtube.com/results?search_query=handwashing+videos+for+covid)) will be used to assist staff with proper cleaning and sanitizing procedures related to student and staff safety during the school day.
  - Cleaning verification forms will be signed off by staff to verify preparedness to implement cleaning protocols during the school day.

## Faculty Staff Training Protocol Verification Form for Cleaning/Sanitizing

I, \_\_\_\_\_ ((Print Legibly) have viewed the suggested videos and understand the proper protocol for cleaning and sanitizing all areas in which I work and/or oversee. My understanding includes proper procedures for hand washing, cleaning surfaces, cleaning high touch areas, disinfecting and sanitizing all areas in which I come in contact. I also understand how to teach children in my care how to successfully wash their hands to help prevent the spread of viruses, in particular COVID-19.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Summary of Responses to Key Questions:**

Each school building will be thoroughly cleaned and sanitized during the summer months, and the classrooms will be closed off to others until ready for use. Cleaning and sanitizing materials will be purchased and meet all of the EPA guidelines and must be kept in a secure location away from students. Frequent cleaning and sanitizing will occur throughout the school day, especially any highly touched surfaces, such as doorknobs, light switches, desks, etc. All staff members will be instructed on the proper cleaning methods to be used to keep the building clean and sanitized. Cleaning and sanitizing materials will be provided for each classroom and will be replaced as needed. Hand sanitizing pumps will be placed in the hallways so as to be readily available to everyone.

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>* 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>All surfaces and floors will be cleaned and disinfected with EPA approved products. Highly touched surfaces, such as doorknobs, light switches, desks, etc. will be sanitized frequently throughout the school day.</p> <p>Hand sanitizer will be available in all classrooms and in hallways, and replaced when needed.</p> <p>Water fountains will be covered and not permitted to be used. Rugs and any fabric surfaces (such as chairs with fabric on them) should be removed, or reduced in number, if possible.</p> <p>When possible, and safe, windows and inside doors will be left open to allow for increased ventilation throughout the school day.</p> <p>Clean bathrooms regularly throughout the school day.</p>	<p>Same as Yellow</p>	<p>Teachers, Principals, and maintenance staff</p>	<p>EPA approved disinfectants for all areas of school building, such as floors, hallways, walls, etc.</p> <p>Large containers of disinfectant wipes for quick and effective sanitization.</p> <p>Spray bottles of EPA approved disinfectant.</p> <p>Hand sanitizer for classrooms and hallways.</p>	<p>Yes, training in cleaning protocols</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>					

## Social Distancing and Other Safety Protocols

### Key Questions

- **How will classrooms/learning spaces be organized to mitigate spread?**
  - Student desks will be spaced at least 6 feet apart (to the maximum extent possible).
  - Staff and faculty desks will have plastic shields around them which are cleaned daily
  - Dedicated technology devices for each child
  - No shared supplies including classroom books
  - Hand sanitation stations in each room
  - Modify assemblies, field trips/recreation activities
  - Assigned seating to help track virus spread if a student/staff tests positive for COVID-19
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
  
- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**
  - Stagger and modify dismissal from classes
  - One-way hallway traffic routes
  - Prohibit physical contact.
  - Remove common area seating
  
- **What policies and procedures will govern use of other communal spaces within the school building?**
  - Utilize gymnasium and/or other large group areas as needed
  - Utilize churches if necessary and/or possible
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart (to the maximum extent possible) in lines and at other times (i.e., guides for creating “one-way routes” in hallways)
  - Stagger the use of the cafeteria and clean and disinfect between use
  
- **How will you utilize outdoor space to help meet social distancing needs?**
  - Outdoor space will be utilized as needed
  
- **What hygiene routines will be implemented throughout the school day?**
  - Temperatures will be taken as students and staff enter the building
    - Forehead (temporal) temperature scanner
  - Regular cleaning of restrooms
  - Students will bring their own water bottle to school. Water fountains will not be in use.
  - Open windows when weather permits

- Utilize visual cues (floor markings)
- Create transition schedules that minimize numbers in common spaces; hallways, cafeteria, etc.
- Frequently clean surfaces, especially stair handrails, door handles, counters, desks, tables, chairs, bathrooms, computers, books, etc.
- **How will you adjust student transportation to meet social distancing requirements?**
  - Families will follow bussing guidelines set forth by their own school districts.
- **What visitor and volunteer policies will you implement to mitigate spread?**
  - Limit visitors entering the building
  - Entrance only permitted if:
    - Forehead (temporal) scanner under 99.5°F
    - Oral thermometer reading <100 F
    - Require masks
- **Which stakeholders will be trained on social distancing and other safety protocols?**
  - All faculty, staff and maintenance of Saint Joseph High School
- **When and how will the training be provided?**
  - Training will be provided by: The Covid-19 Team. The training will begin for all staff and faculty prior to the beginning of the school year. Guidelines will be communicated to all stakeholders through the SJHS website and constant contact.
- **How will preparedness to implement as a result of the training be measured?**
  - CDC guidelines

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for at least 6 feet of separation (to the maximum extent possible) among students and staff throughout the day, to the maximum extent feasible	<ol style="list-style-type: none"> <li>When appropriate, in the yellow phase, schools will be utilizing a remote learning model.</li> <li>Essential employees only will be in the building.</li> </ol>	<ol style="list-style-type: none"> <li>Student desks will be spaced at least 6 feet apart.</li> <li>Move any non-essential furniture, materials or equipment that is not needed and store them in a place outside of the room</li> <li>Desks will face the same direction.</li> </ol>	Teacher	<ol style="list-style-type: none"> <li>Classroom relocation if necessary</li> </ol>	N
* Use of cafeterias and other large rooms	N/A	<ol style="list-style-type: none"> <li>Students will bring bagged lunches from home.</li> <li>Students will be seated in the cafeteria and Patterson Hall, facing the same direction at least 6 feet apart (to the maximum extent possible).</li> </ol>	Teachers, school staff		N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Same as green phase for essential workers	<ol style="list-style-type: none"> <li>Training will be provided by: The Covid-19 Team. The training will begin for all staff and faculty prior to the beginning of the school year.</li> <li>Hand sanitizers will be in each room.</li> </ol>	Teachers, school staff	<ol style="list-style-type: none"> <li>Hand sanitizers</li> </ol>	Y
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Same as green phase for essential workers	<ol style="list-style-type: none"> <li>Floor visuals and hallway signs indicating six foot (to the maximum extent possible) distancing will be included in classrooms, hallways and communal spaces.</li> <li>One-way traffic patterns for hallways, staircase.</li> </ol>	Maintenance	<ol style="list-style-type: none"> <li>Floor markings and visual cues</li> </ol>	N

		3. Floor markings and signs will be displayed in bathrooms on appropriate hand washing.			
* Identifying and restricting non-essential visitors and volunteers		<ol style="list-style-type: none"> <li>1. Limiting visitors.</li> <li>2. All visitors to the building will have their temperature taken upon entry. Entrance only permitted if forehead (temporal) scanner is under 99.5°F Oral temperature &lt; 100F</li> <li>3. Only visitors who need to drop off or pick up students will be admitted to the building.</li> </ol>	Office Staff	1. Forehead (temporal) thermometers	N
Handling athletics		1. Separate athletic plan approved and adopted in July, 2020.	Athletic Director	See SJHS website home page ("Information on COVID-19")	Y
Limiting the sharing of materials among students		<ol style="list-style-type: none"> <li>1. All students are required to have their own supplies.</li> <li>2. If possible, schools will implement a one-to-one technology program for all students.</li> </ol>	Teachers	<ol style="list-style-type: none"> <li>1. Electronic devices for one-to-one</li> <li>2. Textbooks</li> </ol>	N
Staggering the use of communal spaces and hallways		1. Create transition schedules that minimize numbers in common spaces; hallways, cafeteria, etc.	Principal & Teachers		N
Adjusting transportation schedules and practices to create social distance between students *per school district		1. Bussing decisions are dependent upon the local school districts and bus companies who transport students to Catholic Schools.	Transportation Directors, office staff	1. Collaboration with local public school districts	N
Limiting the number of individuals in classrooms and other		1. Classrooms will be limited to the number of student desks that will fit when spaced 6 feet (to the maximum extent possible)	Principal & Teachers		N

learning spaces, and interactions between groups of students					
Other social distancing and safety practices		<ol style="list-style-type: none"> <li>1. Modify assemblies or large gatherings of students.</li> <li>2. Face coverings for all students, faculty and staff.</li> </ol>	Administration, teachers, school staff		N

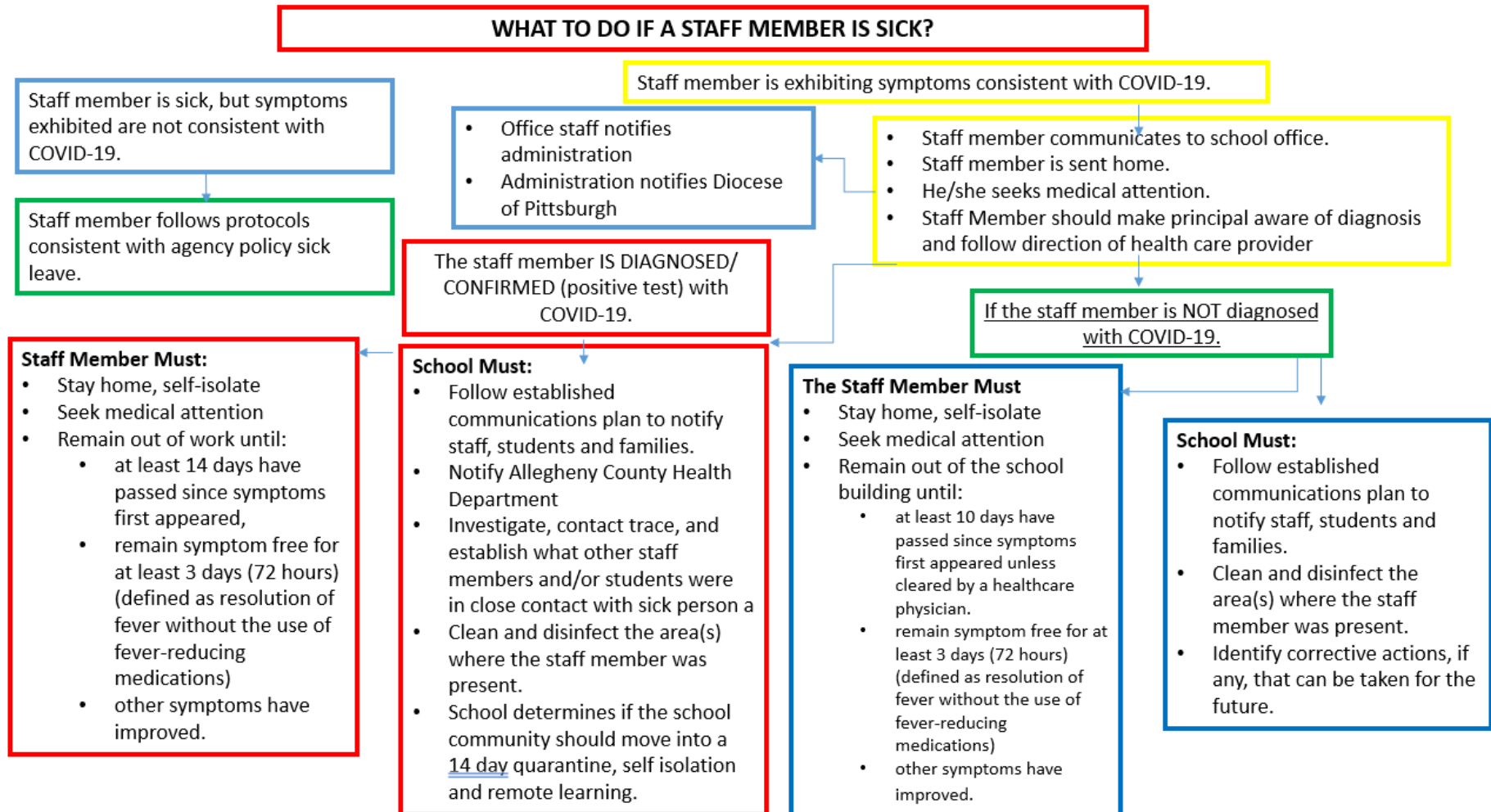
**Summary of Responses to Key Questions:**

Each building will be required to have Social Distancing and Safety protocols in place during the school year. Administration will develop a plan.



## Monitoring Student and Staff Health

### DECISION TREE



**WHAT TO DO IF A STAFF MEMBER HAD CONTACT WITH A CONFIRMED COVID-19 CASE?**

No Close Contact and the staff member is showing no symptoms



No further action is needed.

Close Contact/Exposure



- School administrators are notified.
- Staff member is sent home.



If the staff member is quarantined for 14 days *and* remains symptom free, he/she may return to school building after 14 days. A recommendation for testing is highly encouraged



If the staff member develops symptoms, he/she should seek medical attention.



- Staff Member Must:**
- Stay home, self-isolate
  - Seek medical attention
  - Remain out of the school building until:
    - at least 14 days have passed since symptoms first appeared,
    - remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
    - other symptoms have improved.



- School Must:**
- Follow established communications plan to notify staff, students and families.
  - Notify Allegheny County Health Department
  - Investigate, contact trace, and establish what other staff members and/or students were in close contact with the Covid-19 exposed staff member
  - Clean and disinfect the area(s) where the staff member was present.
  - School determines if the school community should move into a 14 day quarantine, self isolation and remote learning.

## WHAT TO DO IF A STUDENT IS SICK?

Student is exhibiting symptoms consistent with COVID-19.

Student is sick, but symptoms exhibited are not consistent with COVID-19.

Student follows protocols consistent with attendance policy.

- Office staff notifies administration
- Administration notifies Diocese of Pittsburgh

- Student is sent to the office in the building they are in.
- Parents are notified to pick up student ASAP
- Student is isolated
- Parents are advised to seek medical attention
- Parent/guardian must follow up with school every 24 hours until a medical diagnosis or test results are received

The Student IS DIAGNOSED/  
CONFIRMED (positive test result)  
with COVID-19.

The Student IS NOT Diagnosed with  
Covid-19

### Student Must:

- Stay home, self-isolate
- Seek medical attention
- Remain home until:
  - at least 14 days have passed since symptoms first appeared,
  - remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
  - other symptoms have improved.
- Student should seek medical clearance/and negative test.

### School Must:

- Follow established communications plan to notify staff, students and families.
- Notify Allegheny County Health Department
- Investigate, contact trace, and establish what other students and/or staff members were in close contact with sick person
- Clean and disinfect the area(s) where the student was present.
- Identify corrective actions, if any, that can be taken for the future.
- School goes on 14 day self isolation with remote learning

### Student Must:

- Stay home, self-isolate
- Seek medical attention
- Remain out of school until:
  - at least 10 days have passed since symptoms first appeared,
  - remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
- other symptoms have improved.

### School Must:

- Follow established communications plan to notify staff, students and families.
- Clean and disinfect the area(s) where the student was present.
- Identify corrective actions, if any, that can be taken for the future.

During any quarantine period, students are expected to transition to remote learning and work as best they can under the guidance of the school counselor.

## WHAT TO DO IF STUDENT HAD CONTACT WITH A CONFIRMED COVID-19 CASE?

No Close Contact and the student exhibits no symptoms

No further action is needed.

Close Contact/Exposure

- Student is sent to the office of the building they are in
- Parents are notified to pick up student ASAP
- Student is isolated
- The parent/guardian must follow up twice during the 14 day quarantine

If the student is quarantined for 14 days *and* remains symptom free, he/she may return to school after 14 days.

If the student develops symptoms during quarantine, he/she should seek medical attention/COVID-19 test.

During any quarantine period, students are expected to transition to remote learning and work as best they can under the guidance of the school counselor.

### School Must:

- Follow established communications plan to notify staff, students and families.
- Notify Allegheny County Health Department
- Investigate, contact trace, and establish what other staff members and/or students were in close contact with sick person and
- Clean and disinfect the area(s) where the staff member was present.
- Identify corrective actions, if any, that can be taken for the future.
- School determines if the school community should move into a 14 day quarantine, self isolation and remote learning.

### Student Must:

- Stay home, self-isolate
- Seek medical attention
- Remain out of school until:
  - at least 14 days have passed since symptoms first appeared,
  - remain symptom free for at least 3 days (72 hours) (defined as resolution of fever without the use of fever-reducing medications)
  - other symptoms have improved.

## Key Questions

- **How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?**
  - Upon entering the building, the temperature of the students will be taken.
  - Daily, staff will be required to take their temperature and complete a monitoring form that asks if they are experiencing any signs of illness or shortness of breath/difficulty breathing.
  - Visitors, upon entering the building will have their temperatures taken.
  
- **Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?**
  - Monitoring of students will take place daily prior to entrance to the building.
    - Student temperatures will be taken as they enter the building.
    - Any student who is exhibiting signs of illness will be sent to the designated area and the parent/guardian will be contacted by the office staff for immediate pickup.
      - Signs of illness:
        - Fever
          - Forehead (temporal) scanner 99.5°F or higher
          - Axillary (oral) thermometers 100°F or higher
        - Cough
        - Shortness of breath
        - Difficulty breathing
        - Or: (2 or more of the following symptoms)
          - Lack of smell or taste (without congestion)
          - Sore throat
          - Chills
          - Muscle Pain
          - Headache
          - Congestion or Runny nose
          - Nausea or vomiting
          - Diarrhea
  - Monitoring of staff will take place daily.

- Staff will self-monitor using the thermometer provided.
    - Principal and/or office staff will review the monitoring form to assess the health of the staff.
    - In the event that a staff member is deemed ill, a substitute will be called to replace them.
  - Monitoring of visitors and others will take place as needed/as they enter the building.
    - Office staff and/or the Principal will review the monitoring sign-in form to assess the health of each volunteer.
- **What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?**
  - Refer to our Decision Tree in the above pages for student and staff exposure and illness protocols.
- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?**
  - The Principal and/or administrator will be responsible for making decisions regarding quarantine or isolation requirements of staff or students.
- **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?**
  - The school families were surveyed about their plans on returning for the 2020-2021 school year for in-person learning.
  - Families were given the option to opt into remote learning for safety/health concerns.
- **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?**
  - The families will be notified through the parent alert system (school messenger and email) on the same day that the school is alerted of a positive COVID-19 case. During that time, they will be notified if there are needed changes to current school operational protocol.
- **Which stakeholders will be trained on protocols for monitoring student and staff health?**
  - All Faculty and staff members will be trained on how to Check for Signs and Symptoms of COVID-19 and what the proper procedure is once someone has been identified.
  - All Family members will be provided with information on how to Check for Signs and Symptoms of COVID-19 ([CDC](#), [PDE](#))

- **When and how will the training be provided?**
  - Training for the Faculty and staff will be conducted online and in person August 2020.
  - School families will receive information via email and the website.
  
- **How will preparedness to implement as a result of the training be measured?**
  - All faculty and staff will be required to sign a Faculty/Staff Training Protocol Verification Form for Cleaning and Sanitizing.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)				
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ol style="list-style-type: none"> <li>Essential employees only will be in the building.</li> <li>All monitoring of staff Action Steps outlined in the green phase will be in place in the yellow phase.</li> <li>Administration may send out communication asking that staff inform them of any symptoms or history of exposure but this cannot be mandated.</li> </ol>	<ol style="list-style-type: none"> <li>Screen students upon entering the school building using non-contact thermometer;               <ol style="list-style-type: none"> <li>Forehead (temporal) scanner is under 99.5°F</li> </ol> </li> <li>Any student exhibiting signs of illness is sent to the isolation area and parents/guardian is contacted pick up the student immediately.</li> <li>Staff is required to complete a monitoring form upon entering the building (includes taking their temperature).               <ol style="list-style-type: none"> <li>Check temperature</li> <li>Are you taking any medication to suppress a fever? (y/n)</li> <li>Are you currently experiencing any of the following symptoms?</li> </ol> <table border="1" data-bbox="764 743 1308 1170"> <thead> <tr> <th data-bbox="764 743 997 836">1 or more symptoms</th> <th data-bbox="997 743 1308 836">2 or more symptoms</th> </tr> </thead> <tbody> <tr> <td data-bbox="764 836 997 1170"> Fever (99.5°F or higher forehead (temporal, 100°F Oral)  Cough  Shortness of breath  Difficulty breathing </td> <td data-bbox="997 836 1308 1170"> Lack of smell or taste (w/out congestion)  Sore throat  Chills  Muscle pain  Headache  Congestion or runny nose  Nausea or vomiting  Diarrhea </td> </tr> </tbody> </table> </li> <li>Any staff member that exhibits signs of illness is sent home or to isolated area;</li> <li>All areas where the ill student/staff member may have been closed off and then completely disinfected after 24 hours (in order to allow all droplets to settle).</li> <li>In accordance with state and local laws and regulations, school administrators will notify <a href="#">local health officials</a>, staff, and</li> </ol>	1 or more symptoms	2 or more symptoms	Fever (99.5°F or higher forehead (temporal, 100°F Oral) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (w/out congestion) Sore throat Chills Muscle pain Headache Congestion or runny nose Nausea or vomiting Diarrhea	Principal	Isolation Area; forehead (temporal) thermometers; Gloves; Hand Sanitizer; Monitoring Form; Pens; Sanitizing Wipes;	
1 or more symptoms	2 or more symptoms								
Fever (99.5°F or higher forehead (temporal, 100°F Oral) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (w/out congestion) Sore throat Chills Muscle pain Headache Congestion or runny nose Nausea or vomiting Diarrhea								



		<p>families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the <a href="#">Americans with Disabilities Act (ADA)</a></p> <p>7. Any students/staff that have had close contact must stay home and self-monitor for symptoms.</p>			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	See Above	<ol style="list-style-type: none"> <li>Administration must designate an area to be utilized as isolation.</li> <li>If a student/staff member becomes ill/has a history of exposure, they will be sent to the isolation area.</li> <li>The isolation area will need to have a staff member wearing PPE when a student is in the isolation area.</li> <li>A staff member calls a parent/guardian to pick up the student immediately for medical attention.</li> <li>If a staff member becomes ill, send them home or to the isolation area and call for someone to get them if they are too ill to transport themselves home. If they are taken to a healthcare facility, notify the facility of the possibility of a COVID-19 case.</li> <li>Completely clean and disinfect the isolation area after the person who was ill left.</li> <li>If a visitor is exhibiting signs of illness, they are not to enter the building and are asked to leave. All surfaces and areas that were contaminated are disinfected.</li> </ol>	Principal	Designated Isolation Area; Staff member to monitor area when needed; PPE such as gown, gloves, mask, face shield; Disinfection sprays and wipes;	N
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	See Above	<ol style="list-style-type: none"> <li>Re-admittance to school following illness – seek options to ensure that students/staff can return without infecting others. Refer to the Decision Tree for appropriate protocol for exclusion and returning to school.</li> </ol>	Principal	Policy should be implemented district wide	N

		2. Coordinate with school entity health staff to define procedures and needs			
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	See Above	1. All schools, regions, and diocese should have listed protocols on their websites. <ul style="list-style-type: none"> <li>a. Any changes should be communicated via school messenger, email, social media and updated on website.</li> </ul> 2. Instructional Staff should review all changes with their students.	Principal		N
<b>Other monitoring and screening practices</b>	See Above	1. Work with health departments and local health care systems to disseminate hygiene and disinfection strategies for transmission prevention at home. <ul style="list-style-type: none"> <li>2. Purchase adequate face coverings and other personal protective equipment as appropriate and carefully monitor inventory.</li> </ul>	Principal		

**Summary of Responses to Key Questions:**

All Family members will be provided with information on how to Check for Signs and Symptoms of COVID-19. Through regular communications staff and families will know that they (staff) or their children (families) should not come to school if they are ill or exhibiting any signs of COVID-19, and that they should notify school officials. Everyone entering the school building will be monitored.

Temperature scans and a general health survey will be completed and anyone experiencing any signs of illness or shortness of breath/difficulty breathing will be isolated and sent home. All Faculty and staff members will be trained on how to Check for Signs and Symptoms of COVID-19 and what the proper procedure is once someone has been identified. Anyone who has tested positive for COVID-19 must quarantine for 14 days and remain symptom-free for three days.

The families will be notified through the parent alert system on the same day that the school is alerted of a positive COVID-19 case. During that time, they will be notified if there are needed changes to current school operational protocol.

## Other Considerations for Students and Staff

### Key Questions

- **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**
  - Teach and reinforce the use of face coverings.
  - Decisions regarding the continuous wearing of face coverings will be based on the rate of local community transmission and recommendations from the CDC, Pennsylvania Department of Health, Allegheny Health Department, and PDE. Based on the current rate of community transmission, face coverings will be required at all times when inside. “Mask breaks” may be taken outside only with social distancing.
  
- **What special protocols will you implement to protect students and staff at higher risk for severe illness?**
  - Establish a standard routine of checking the health status of all those who enter the school including students, faculty, staff and visitors including temperature check and questionnaires.
  - School personnel need to be directed and educated about putting on PPE, especially if assisting a student or colleague that develops symptoms concerning COVID-19.
  - Have PPE resources available and ensure staff knows where they are located.
  - Re-evaluate school “calling in sick” procedure. Establish protocol for a report on student symptoms, length of illness etc.
  - Strengthen a “return to school” protocol including benchmarks that would allow a student or staff member to return to school.
  - Schools in the Diocese of Pittsburgh are following the Federation of Diocesan Pittsburgh Schools Agreement and/or the Handbook of Personnel Policies and Practices for Elementary Schools.
  
- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**
  - Contact a staffing agency
  - Local Intermediate Units offer emergency certification for those with a Bachelor’s Degree and all required clearances.

- **How will the school strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as support for social emotional wellness at school and at home?**
  - Students are 1:1 iPads
  - The entire school will be using the Google platform and student iPads will have an app they can access
  - Develop an orientation plan for all students to inform them to any new procedures in school before the school year begins.
  - Create new ways to orient students and families who are new to the school.
  - Focus on making the school environment safe and secure while still warm and welcoming.
  - In collaboration with guidance counselor, create activities/help opportunities with check-ins to create a plan for identifying students with needs. (emotional, mental etc.).
  - Create ways to mitigate stress responses in students, teachers, and families.
  - Create a communication platform with parents (coffee/tea with principal, roundtables etc.), keeping the line of communication open.

**Summary of Responses to Key Questions:** Schools will establish a standard routine of checking the health status of all who enter the school and provide PPE resources if needed. CDC guidelines will be followed for face masks and/or shields. Accommodations for safety protocols will be made for both staff and students as needed. Other changes that may be necessitated for the health and safety of the staff will follow appropriate protocols.

## Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Local Recovery Plan Protocol & Procedures	Staff/Teachers	Principal, Assistant Principal	Online & In-Person	Presentation Slide Deck, Local Recovery Plan Pdf, Google Form Test		
Health and Safety Reopening Plan	Staff/Teachers	Principal and Covid-19 Team	In-Person/Online if necessary	Slide Show, hand outs	Aug. 24	Aug. 24
Google Platform and Apple Classroom In-Service	Staff/Teachers	Central Integrations	In-Person/Online if necessary	Slide Show, hand outs	Aug. 25	Aug. 25

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>SJHS Health and Safety Plan</b>	SJHS Stakeholders	Administration and Covid-19 Team	Electronic communication and town hall meeting	Aug. 3rd	Aug. 13

## Health and Safety Plan Summary: **Saint Joseph High School**

Anticipated Launch Date: **August 26th**

### Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Saint Joseph High School** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 27, 2020**.

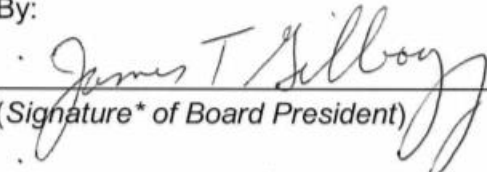
The plan was approved by a vote of:

10 Yes

0 No

Affirmed on: **July 27, 2020**

By:

  
\_\_\_\_\_  
(Signature\* of Board President)

James Gilboy JAMES T. GILBOY  
(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.