



Northwood Academy Charter School
Health and Safety Plan
Approval Date August 19, 2020



Northwood Academy Charter School

Phased School Reopening Health and Safety Plan Template

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: **Northwood Academy Charter School**

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

The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.

The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

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

- 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): **Monday, January 4, 2021**

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team

will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Amy Hollister, Kristie Dugan, Cindy Carey	Administration	Both, Pandemic Coordinators
Remote Learning Working Group Chairs: Kathryn Henry, Erin Herschberger	Administration, Assistant Principals	Both, Remote Learning Working Group
Kristie Dugan	Administration, Director Of Operations	Both, Remote Learning Working Group
Cindy Carey	Administration, Principal	Both, Remote Learning Working Group
Daine Baker	Staff	Both, Remote Learning Working Group
Ronald Farella	Staff	Both, Remote Learning Working Group
Kathleen Lowry	Staff	Both, Remote Learning Working Group
Suzanne Jacobs	Staff	Both, Remote Learning Working Group
Katherine Donohue	Staff	Both, Remote Learning Working Group

Hybrid Working Group Chair: Cindy Carey	Administration, Principal	Both, Hybrid Working Group
Kathryn Henry	Administration, Assistant Principal	Both, Hybrid Working Group
Erin Herschberger	Administration, Assistant Principal	Both, Hybrid Working Group
Kristie Dugan	Administration, Director of Operations	Both, Hybrid Working Group
Kate Crossett	Administration, Director of Special Education	Both, Hybrid Working Group
Drew Nelson	Staff	Both, Hybrid Working Group
Heather Fkiaras	Staff	Both, Hybrid Working Group
Emily Parico	Staff	Both, Hybrid Working Group
Heather Martello	Staff	Both, Hybrid Working Group
Marissa Perez	Parent	Both, Hybrid Working Group

School Operations Working Group Chair: Kristie Dugan	Administration, Director of Operations	Both, School Operations Working Group
Cindy Carey	Administration, Principal	Both, School Operations Working Group
Erin Herschberger	Administration, Assistant Principal	Both, School Operations Working Group
Kathryn Henry	Administration, Assistant Principal	Both, School Operations Working Group
Michelle Storino	School Nurse	Both, School Operations Working Group
Roxanne Szalejko	Support Staff	Both, School Operations Working Group
Patrick Kahmar	Staff	Both, School Operations Working Group
Megan Foley	Staff	Both, School Operations Working Group
Laura Hiestand	Staff	Both, School Operations Working Group

Cheryl Lewis	Parent	Both, School Operations Working Group
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Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

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

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

Northwood Academy Charter School is located at 4621 Castor Ave, Philadelphia Pennsylvania. We serve approximately 788 students in grades K through 8 at one location. Our class size is approximately 24 students. Our plan development focused on three major areas: Health and Safety, Continuity of Education and Staffing. Stakeholders that participated in planning groups included administration, staff, and parents of our school community. We established three working groups: Hybrid Instruction, Virtual Instruction and Operational. Each group met weekly over the course of a month to establish best practices.

When initial planning took place, it was the hope of our community that we would be able to serve children in a hybrid program. We began planning for the hybrid model where an AA/BB schedule would be utilized. Within this schedule, half the students would have in person learning on Monday and Tuesday, the other half would have in person learning on Wednesday and Thursday, students would have synchronous online learning on days they are not in person, with everyone online on Fridays.

As our teams reviewed educational considerations, local COVID data, health, legal, transportation, and Human Resources policies, it became clear that we would not be able to reasonably, effectively, or safely accommodate for our school community in a consistent manner. In order to accommodate the six foot distancing between students, we would be restricted to 7 or 8 students per classroom depending on the room size. Creating an ABC schedule would not have lent, in a positive way, to the continuity of education. In addition, the requirements the CDC set forth in regards to symptoms and quarantine caused just as much concern for staffing. The requirements are:

A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:

- *At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath*
 - *AND At least 10 days have passed since signs first showed up.*
 - *OR It has been at least three days (72 hours) since recovery AND a health care provider has certified that the*

student does not have suspected or confirmed COVID-19.

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, childcare, school, or public places for 14 days.

All areas of our working groups are included in the following plan and respectively submitted by Northwood Academy Charter School.

In keeping with the information provided by the PDE the chart below was closely adhered to:

Section	Description
Establish a Team and Planning Process	It was important that all stakeholders had a voice. For this reason we had administration, parents, non-instructional staff and instructional staff from various grade groups participate. The initial meeting was to articulate the seriousness of each group, that safety and equity of each teaching model be at the forefront, and to provide all research that had been collected to date. We allowed time members to process and discuss the information how all decisions could impact not only the continuity of education but also the social and emotional well being of the students and their families. Future meetings dates were established and the working groups were made aware that the information that was produced from these meetings would directly impact the decision of the administrative team and ultimately the board.

**Create and Implement
Communication Plan**

Communication is key. It was decided, with information from these working groups, that Northwood would begin with virtual instruction in the fall. The same factors and sources that were consulted to make this decision will be continually monitored throughout the fall to reassess programming possibilities for January. The Plan is as follows:

- June 5th through present- Biweekly and as needed bi weekly administrative COVID reports to Board of Directors. These were reflective of all PDE and related sector updates as well as working group progress.
- June 29th - Early parental communication announced the working group process, invited individuals to join, and informed parents that we would share our health and Safety report on or before the week of August 3. We also shared that a biweekly communication would be presented.
- July 22nd - Inform Board of Trustees of the decision via emergency zoom meeting
- July 23rd - Inform staff of the decision via staff zoom meeting
- July 23rd - Inform parents of the decision via letter that was posted on the website and disbursed via email blast
- August 6th - Zoom meeting for parents to get further clarification on the process for the decision, factors that were considered and a Q & A.
- August through November - Administration will monitor the same factors and sources that were consulted to make this decision to reassess programming possibilities for January.
- November 18th - Inform the Board of Trustees of an instructional decision for January. If it is decided that the hybrid plan will be instituted, the hybrid and operational working groups will reconvene to assess any new data that has been collected.
- December 2nd we will inform the staff and families of the instructional plan for January.

Gather Information and Form Operating Assumptions

The PDE has mandated that each LEA present a Board approved Health and Safety Plan outlining their specific reopening plans for the upcoming school year. Options that the PDE have presented include a full re-opening, hybrid model- in person and virtual, or full remote/ virtual.

We have analyzed the PDE directives, CDC regulations, COVID trends, stakeholder input, HR considerations, and local and national educational sector information to inform our work. We also recognize that decisions at the local and state level can override our plan at any time.

Unfortunately, there have been political entanglements that have clouded the field for many. We have been sticking to the data and guidelines as they apply to Northwood.

Family response from last week's survey (representing 56% of our families) indicates a relative even split- with hybrid at 52% and virtual at 48%. This indicates an increase in the amount of families opting for virtual since our June probe. Our goal is to communicate with enough time for families to make plans to accommodate for their child's virtual learning environment.

For the safety of our entire community and continuity of education, we have chosen to begin the school year in a virtual platform. This will continue through December 2,2020 which is our first trimester end date. At that time we will make a decision for the next segment which will be in effect on January 4,2020.

We intend to communicate this general plan with our community no later than July 27th. Our full draft plan will be shared the week of August 3rd and final board approval at our 8/19/20. This will allow for enough time to prepare adequately. We believe that this will provide our community with the security to move forth.

<p>Choose Instructional Delivery Model(s)</p>	<p>Northwood researched the following three learning options:</p> <ul style="list-style-type: none"> ● All In-Person: Every student attends school every day with the exception of those who are medically vulnerable. ● Hybrid: On a given school day, a portion of students attend school in-person, while others learn at home. ● All Remote: All students participate in remote learning with no in-person instruction or in-person instruction only for students in very limited student groups, such as those with severe and profound disabilities or newcomer English learners at the beginning levels of English proficiency. <p>As our teams reviewed educational considerations, local COVID data, health, legal, transportation, and Human Resources policies, it became clear that we would not be able to reasonably, effectively, or safely accommodate for our school community in a consistent manner. In order to accommodate the six foot distancing between students, we would be restricted to 7 or 8 students per classroom depending on the room size. Creating an ABC schedule would not have lent, in a positive way, to the continuity of education. In addition, the requirements the CDC set forth in regards to symptoms and quarantine caused just as much concern for staff.</p>
<p>Plan to Implement Chosen Instructional Delivery Model</p>	<p>In addition to our Health and Safety plan, we have prepared the following comprehensive overview of our reopening. This will be shared with all stakeholders accordingly.</p> <p><u>Click here for Northwood's Remote Instructional Plan</u></p>

<p>Monitor Implementation and Impact</p>	<p>Grade Group meetings, full staff meetings and administration meetings will take place on a weekly or biweekly rotation beginning in August. During these meetings student attendance, student participation, student achievement and best practices that have surfaced will be shared and discussed. Student attendance and participation will be tracked and a system put in place to identify and reach out to those families that may be struggling.</p> <p>We will be monitoring all of the data points that were used to make the decision to choose a fully virtual program throughout the fall. The administrative team will meet weekly and be provided with updates from the DOO regarding the status of COVID 19 in our region, trends and predictions from the CDC/DOH along with cases that may be directly affecting our Northwood community. These factors will determine if continuity of education and safety measures can be met with fidelity and we will revisit the potential to phase into hybrid.</p> <p>We are committed to providing ample communication time between any transition to plans. Decisions regarding our next learning model for January 2021 will be made in November leading up to our Board meeting. During this time, we will determine whether to continue with remote instruction, transition to a hybrid model, or fully-open model. The CEO will present the January programming recommendation to the Board at the Board of Trustees meeting on November 18, 2020. The final plan for January will be shared with the community on December 2, 2020.</p>
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Considerations Made When Ensuring Equitable Services All Students

The health and safety of all of our students, families, staff and independent contractors remains the top priority of our school. Decisions regarding in-person services for special education students shall be made on an individual basis by each student’s IEP Team. 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.

The following chart describes how services and supports for students with disabilities are equitable and appropriately tailored to the individualized needs of students, to the greatest extent possible as we continue navigating the current health and safety climate.

<p>Determination of Need for Compensatory Services</p>	<p>Per guidance provided by the Pennsylvania Department of Education (PDE), the department acknowledges the “significant efforts during this extended closure” that were made “to provide continuity of education, including the provision of a free appropriate public education.” As such, “LEAs may have had difficulty delivering FAPE and students with disabilities may have lost skills and/or behaviors and/or failed to make progress.” Therefore, their recommendation, which we have planned to follow is to first develop a plan to evaluate the impact of the closure on students with disabilities.</p> <p>Our plan includes screening all Kindergarten and new-to-Northwood students to establish their baseline levels on academic skills. This is through a Kindergarten Readiness Assessment or the Fountas and Pinnell Reading Assessment System and the Key Math Assessment depending on their age. For our students with special needs returning to our community, we will be administering diagnostic assessments/progress monitoring tools to establish students’ August/September 2020 performance. As soon as in-person instruction resumes--on January 4, 2021 or after--we will again gather fresh baseline data on each student’s current present educational levels.</p> <p>Following the gathering of this data, comparisons of the baseline data to the 19-20 School Year progress will be determined. The IEP team will then convene a meeting--when in-person instruction resumes, ideally this will be an in-person team meeting; however, until that point, they will be convened--over a video conferencing/conference call platform. At Northwood we value the voices and input from our parents and students’ families in order to ensure we are supporting them as best possible. Therefore, we will do everything within our power to ensure participation of the full IEP team including the parent, student (if age and disability appropriate), general education teacher, special education teacher, LEA Representative, and any additional related service providers and stakeholders. The data comparisons and levels will be reviewed for the student. At this time, the team will determine what, if any, recoupment of services will be necessary for a student to continue to make progress on their skills, knowledge and patterns.</p> <p>These compensatory services will be designated as necessary, if a student is continuing to evidence a loss of skills and/or behaviors and/or failing to make progress due to the LEA’s inability to provide FAPE during the extended school closure, then the IEP team should determine whether and to what extent the student needs “CCS” (the compensatory services). This will be designated through a NOREP establishing all services necessary, offered, and determined to be implemented moving forward.</p> <p>As we do with all student levels, goals, and progress toward their goals, we will continue to track and monitor progress of each student receiving recoupment services associated with the COVID-19 pandemic</p>
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<p>Determination of Supports Which Can Be Provided In Each Model of Instruction</p>	<p>According to the United States Department of Education (USDOE) Office of Special Education Program's (OSEP) March 21, 2020 guidance, "[T]hese exceptional circumstances may affect how all educational and related services and supports are provided . . . the provision of [free and appropriate public education (FAPE)] may include, as appropriate, special education and related services provided through distance instruction provided virtually, online, or telephonically . . . schools may not be able to provide all services in the same manner that they are typically provided . . . federal disability law allows for flexibility in determining how to meet the individual needs of students with disabilities. The determination of how FAPE is to be provided may need to be different in this time of unprecedented national emergency."</p> <p>There may be instances when distance learning, or eventually a hybrid learning model, may impose on the student's plan a change in mode of implementation. This would require amending the IEP to reflect such a change as necessary and/or appropriate.</p> <p>We will convene an IEP team meeting, as described above, during the first few weeks of the school year to provide space for a venue of open communication to ensure all members of the team are on the same page for how these services and supports will be implemented. A section of this meeting will include incorporating a "Flexible Health and Safety IEP Addendum" outlining the special education and related services being provided to the student during the temporary, emergency situation created by the COVID-19 pandemic. This will provide the team and school staff with a vision of what the IEP will look like transitioning from model to model (as planning becomes possible for emerging eventually from the constraints of social distancing and distance learning).</p> <p>Parents may also request an IEP meeting at a later time if it is subsequently determined revisions or adjustments are needed.</p> <p>OSEP's March 21, 2020 guidance clarifies that "ensuring compliance with the Individuals with Disabilities Education Act . . . should not prevent any school from offering educational programs through distance instruction." As we work through determining how our continuum of services are continuing to be offered, we will set and maintain routines for regular, open parent communication to allow for collaboration to strengthen what may be provided in these alternative settings.</p> <p>As we provide instruction through a distance learning model to replace what would have been provided in the classroom, we are constantly assessing access to the instruction for students with disabilities, including planning for appropriate modifications or accommodations based on the individualized needs of each student and the differences created by the change in modality (e.g. virtual vs. classroom-based).</p>
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<p>Individualized Decision Making</p>	<p>Due to the individualized nature of students' Individual Education Plans (IEP), special education/ general education teachers/related service providers will need to access the resources that are most appropriate to meet the needs of their students:</p> <ul style="list-style-type: none"> ● All resources will have embedded accommodations and modifications that are labeled clearly "Need additional help," or provide another specified resource to connect them with such a support, that can be utilized to meet the needs of students with disabilities. <ul style="list-style-type: none"> ○ Students will have access to this via Google Classroom, the "Raise Hand" or other participation functions on Zoom, and embedded in online software programs. ○ This will also require special education teachers to provide additional specially designed instruction to meet the individual needs of their students as is typical in weekly, unit, and year-long planning routines. ● Access to web-based researched based interventions will be made available as supplementary support for students in special programs. <ul style="list-style-type: none"> ○ This includes, but is not limited to, IXL and Leveled Literacy Intervention--to the extent possible. ● Instructional Programming and Services will continue to be provided and planned such as in the structures of co-teaching models, small group instruction, resource room instruction, and office hours for consultation to support teachers and colleagues regarding specially designing instruction for students with disabilities during remote or hybrid learning. ● During planned instruction all special education teachers and related service providers will make good faith efforts to provide the supports to students with IEPs in an appropriate manner that reflects the unforeseeable emergency circumstances confronting our school and families. <ul style="list-style-type: none"> ○ To that end, our general education teachers, special education teachers and related service providers will continue to document supports and services being provided to students. ● When considering students' health and safety precautions, especially for our populations that may be more susceptible to health concerns such as COVID-19, we will continue to consult with and have key communication with the student's family/parent, medical providers (as necessary), the school nurse, and CDC Guidelines regarding personal protective equipment necessary to keep them as safe as possible ● Additionally, along these lines when considering accessibility for students who are English Language Learners or have Speech Language Impairments, it will be considered on an individual basis the necessity for exceptions--for example, when a student will utilize a face shield (or mask with transparent window) to allow for analysis and instruction on mouth shape, tongue and teeth placement, and articulation formulation/skills.
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<p>Supports for Students Placed Outside of Our School Building</p>	<p>The eight students placed outside of our building will in most, if not all, cases participate in their designated educational placement and service provider’s model. Each individual provider/ placement has received a request for their completed Health and Safety Plan to be shared with us. This will allow us to verify the adequacy of the plans in place, to support keeping each of our students safe and healthy. If it is determined that an alternative placement’s Health and Safety Plan is not adequate as it has been submitted to the Pennsylvania Department of Education, then--until the Plan has been revised and implementation adjusted--we will convene an IEP team meeting to determine an appropriate, safe and healthy, aligned placement for the student to participate in to meet their educational needs.</p> <p>Our students will continue to receive the services and support necessary at their outside educational placement including, but not limited to, their transportation to the location, speech language supports, and specially designed instruction. If a service provider is proposing to revise a student’s plan or services, we will participate with them in a IEP team meeting to ensure what is necessary for the student to make progress is able to provide to the greatest extent possible in a manner commensurate to the traditional implementation.</p>
<p>If a student with special needs were to contract COVID-19</p>	<p>According to guidance from the USDOE, if a child with a disability is absent for an extended period of time because of a COVID-19 infection and our school remains open, then the IEP Team will determine whether the child is available for instruction and could benefit from homebound services such as online or virtual instruction, instructional telephone calls, and other curriculum-based instructional activities, to the extent available.</p> <p>Our school personnel will still maintain following appropriate health guidelines to assess and address the risk of transmission in the provision of such services. It is understandable that there may be exceptional circumstances that could affect how a particular service is provided to any student. If the student is unable to be available for instruction while recovering, it will become necessary for the IEP Team to convene and determine what, if any, compensatory services will later be provided and in what format.</p>

<p>Training</p>	<p>Training will be provided for all staff regarding the stressors already placed on students and families, in addition staff will continue to engage in ongoing communication with students and their families to determine how best to support families in implementing the current model of instruction.</p> <p>Teachers will be trained on virtual resources provided to utilize while making accommodations to support all of the students they serve. Specially designed instruction, accommodations, and modifications will be implemented in virtual methods as able and necessary to make instruction accessible for the students in this platform.</p> <p>Students of transition age will additionally be provided with resources for in the community and related services available outside of the school setting. This may be limited based on the current levels of reopening for health and safety measures. This training will take place through the same online teaching platforms students utilize for learning, and assessment of students' interests and engagement will be monitored by a transition coordinator and transition team.</p> <p>Our school community will continue to curate, create, and utilize content for review, enrichment, and planned instruction. During this difficult transition period, flexibility is key. We will continue to provide our teachers and parents with aligned, applicable, and innovative learning opportunities to continuously refine our implementation of the new challenges and structures necessary.</p>
<p>Supporting our English Language Learners</p>	<p>Regardless of the novel circumstances we face, we will continue to provide a free appropriate public education to English Language Learners and English Language Learners with disabilities. As we provide educational opportunities to the general student population, we will continue to ensure that ELLs with disabilities also have equal access to the same opportunities, including this provision of FAPE. To the greatest extent possible, each student with a disability, including any ELLs with a disability, will be provided the special education and related services identified in their IEP or Section 504 Plan.</p>

<p>Supporting our Students with Section 504 Plans and Medically Fragile Students</p>	<p>As explained earlier in this plan, “The health and safety of all of our students, families, staff and independent contractors remains the top priority of our school.” As such, decisions regarding in-person services for students with medical needs shall be made on an individual basis by each student’s team in conjunction with the development and analysis of their 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.</p> <p>The student’s outside medical providers will be consulted as determined is necessary by the student’s team and given permission granted by the parent in writing. If specific accommodations are necessary for an individual due to their medical needs, this will be documented as needed in the student’s 504 Plan for clarity and ease of implementation.</p>
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Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

The maintenance team (Mills Cleaning Services) will disinfect all high touch areas and other touch surfaces with disinfectants effective against COVID-19 prior to the return of staff and students. All cleaning will be performed in compliance with the CDC and the Philadelphia Department of Health. Mills has procured all necessary cleaning products and equipment. In addition, Mills Cleaning has purchased all cleaners and disinfectants as approved by the EPA. These disinfectants are registered by the EPA as effective against SARS-CoV-2, the virus that causes COVID-19. See [List N on the EPA website](#). Refer to and follow manufacturers' direction for use. Only products labeled as [safe for humans and the environment](#) (e.g., Safer or Designed for the Environment), containing active ingredients such as hydrogen peroxide, ethanol, citric acid, should be selected from this list, because they are less toxic, are

not strong respiratory irritants or asthma triggers, and have no known carcinogenic, reproductive, or developmental effects. The maintenance team will clean all spaces daily, sanitize daily and disinfect all high touch surfaces daily.

The maintenance team will follow a schedule where they will spend the day disinfecting high touch areas, in addition to bathrooms. The night team will ensure the total disinfection of all high touch areas prior to commencement of the next school day. Mills Cleaning's entire staff is internally trained in the practices of cleaning, cleaning products, sanitizing, disinfecting and the use of all custodial equipment. In addition, Mr Jim Mills has recently received his Enhanced Facility Disinfections Certificate.

Ventilation has been addressed with Northwood's HVAC company, Elliott Lewis. They explained that the HVAC system is a clean air exchange that is filtered. Although we do not need to be concerned with recirculating air, we will increase our filter changes from quarterly to monthly if needed. In addition, if there was a need for an emergency shut down of our equipment, John Kelly is trained.

Water fountains will be disabled for the start of the school year. We will order water coolers. The issue with water coolers is that students may not work them so as to not contaminate the spicket. Teachers will need to take students to the water cooler during designated breaks. The teacher will need to pour individual cups of water for each student while ensuring that students are maintaining a six foot distance.

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)
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<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>Clean/disinfect all high-touch surfaces once daily and as requested during the day (door handles, light switches, etc.) following all regulatory guidelines.</p> <ul style="list-style-type: none"> • No water fountain use (fountains will be covered). Each floor will have designated places for water bottle refilling. • Clean desks by Mills Cleaning daily following regulatory guidelines. Classrooms will have cleaning supplies available for use during the day between individual student occupants (minimize face to face interaction and multiple student touches on products). • All individuals sanitize/ wash hands on a frequent basis (upon arrival, prior to eating, after eating, after recess). Hand sanitizer available in student populated areas. • Water bottles permitted. • Clean/disinfect all high-touch surfaces on buses at least twice a day 	<p>Same as Yellow</p>	<p>John Kelly, Juan Mata, Jim Mills, Maintenance personnel</p> <p>Kristie Dugan, Director of Operations</p>	<p>Cleaning supplies as approved by the EPA, Plexiglass where necessary, glove box brackets, drinking fountain covers, water coolers</p>	<p>Yes</p>
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Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> • Clean isolation area after each symptomatic student or staff member leaves the area. • Mills Cleaning nightly cleaning routine • Plexiglas barriers in designated areas where face to face interaction is necessary. 	Same as Yellow	John Kelly, Juan Mata, Jim Mills, Maintenance personnel Kristie Dugan, Director of Operations Elliot & Lewis, HVAC Co	Cleaning supplies, disinfectants, signage, PPE, plexiglass, cleaning schedules	No
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Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

To adhere to the CDC guidelines, the following will be implemented:

Social Distancing:

- Cancel field trips and assemblies,
- Create a virtual back to school night
- Cancel or postpone sports, plays choir and band
- Cancel after-school clubs OR create a virtual club during evening hours.
- Modify physical education. Remember that students can only do limited activity with a mask on.
 - 6 foot spacing of desks. To ensure this occurs, I would like to do the following:
 - Bring teachers in on a rotating basis over the next few weeks to set up rooms within social distancing rules with the supervision of the operations team. Setting up all of the classrooms is too big for one person. This will also allow staff the time to set up their classrooms without the pressure of trying to get it done withing a few days before school starts.
- Turn desks to face in the same direction (rather than facing each other)
- Social distancing markers have already been ordered.
- Signs have already been ordered for entrances regarding proper distancing.
- Based on the guidance currently provided by the CDC and the DOH, no the protocols will not differ for students based on age or grade level. What may be slightly different is the level in which staff will have to provide reminders and guidance to students. For example, a Kindergartener may have to be reminded more frequently about mask protocol than an 8th grader.

Transportation

The following procedures relate to transportation practices for in-person instruction, both Hybrid and Full-Open Models.

Routes

Prior to COVID 19, Northwood had 9 bus routes. The School District of Philadelphia will provide 27 routes for Northwood in the event of resuming in-person instruction. The routes are split into A, B and C. For example, route 7016, which we identify as the Blue Route, would now become Blue A, Blue B and Blue C. The transportation route schedule will be further complicated by a hybrid model that alternates in-person schooling days for students grouped in A and B groups.

Morning Drop-Off

Buses drop off students in two shifts. The first shift drops students off at approximately 7:05 AM. The second shift drops students off no later than 7:30 AM. Due to the early hours and students needing to socially distance, teachers and staff need to present prior to students arriving. This will allow teachers to be present in their classrooms so students could report directly to class upon arrival, avoiding large gatherings of students in common waiting areas. Other options include an early shift of teachers who monitor students in different areas of the school building (i.e. students socially distanced in various hallways or common areas while

awaiting the start of the instructional day). There will be hand sanitizing stations at entrances along with masks available for any student who arrives without one.

Afternoon Pick-up

Bus pickup times have not been confirmed by the School District of Philadelphia, with the exception of the 2:35PM time. Due to the District's shared bussing system, buses will need to depart no later than 2:40PM.

Transitions:

Transitions will be kept very minimal throughout the day.

BATHROOMS: Staff members will be taking students to the bathroom as a group at scheduled times. It is important to remember that the class size will be cut in half so it will be easier to visually socially distance everyone and should be quicker. We will revisit as we get closer to the hybrid scenario to see if there have been any modifications to the CDC/DOH guidance.

SPECIALS: Specials will now take place in the student homerooms. This actually has less to do with transitioning and more to do with cleaning. Having multiple classes visiting a classroom the same day raises the risk of cross contamination drastically.

RECESS: We will revisit as we get closer to the hybrid scenario to see if there have been any modifications to the CDC/DOH guidance.

Meals:

Hybrid Plan

Breakfast: Breakfast will be distributed to the classrooms as always. Breakfast bags will be collected as lunches are dropped off.

Lunch: Lunches will be distributed to the classrooms by the Northwood lunch staff. After an extensive meeting with Lintons, we agreed that lunches will be more than the sandwiches that are usually delivered on half days. They are doing their best to come up with creative dishes that can be served warm while still complying with federal, state and local guidelines.

Remote Plan

Meal pick up will occur twice a week and will be staffed by Lintons' employees. A change in federal reporting reflects that each student picking up meals will be recorded in Primero Edge and submitted. Prior to this change, only a count of meals distributed had to be submitted to the state for reimbursement.

Hygiene:

A health packet will be emailed home to parents in August. This packet will be put together by Nurse Storino and would include directions for hand washing, proper face mask wearing, temperature taking and the importance of social distancing.

While in school:

- A gallon bottle of hand sanitizer has been ordered for each classroom, and common area. Students will be encouraged to sanitize when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. We will need to monitor the young children to make sure they are doing it right.
- Teachers will need to review with students not to touch their eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash. Clean hands with soap and water or hand sanitizer.

Visitors

Whenever possible, visitors will not be permitted into the building. Front office staff, equipped with PPE, will meet a visitor at the door and find out why they are at the building. They will then instruct the visitor to wait outside and they will retrieve whatever it was they needed. If a situation arises where a visitor needs to enter the building, they will be asked the screening questions and have their temperature taken. Only if they answer NO to all questions and have no fever will they be permitted into the building. They will need to have a mask on and sanitize their hands prior to entry. All directives/protocols will be prominently displayed on both all doors and our website.

A memo with directives, regarding Northwood's COVID 19 protocols, will be shared with CORA Services, our afterschool program provider, as well as any daycare providers that pick up at Northwood. These directives will include but are not limited to, daily screenings for their staff, all health and safety protocols established by Northwood and reporting of any symptomatic or positive COVID 19 results. These directives will need to be signed off.

Training

Training will be provided to staff at a mandatory PD session. Measuring will be completed through actual participation of the PD, how they have carried out the training provided in their classroom/office set up and by observation of the employees as they carry out protocols throughout their work day. This observation will be completed multiple times a week by the operations staff in various settings including classrooms and transitions. Feedback will be provided to staff accordingly.

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Students:

- Parents will be asked to perform screenings in accordance with a symptom checklist and temperature check each morning prior to sending their child(ren) to school every morning.
- In the event that a student is experiencing symptoms of COVID-19 at home, the parents/guardians will notify the school electronically.
- Students will be regularly informed of the symptoms of COVID-19 via announcements, and they will be instructed to inform the teacher if any symptoms are observed in themselves or others.
- The teacher will communicate with administration so the child can be picked up and taken to the school nurse for an evaluation.
- Staff will be asked to perform screenings in accordance with a symptom checklist and temperature check each morning prior to arriving at school every morning.
- In the event that staff is experiencing symptoms of COVID-19 at home, they will notify the school electronically.
- If a student or staff member becomes ill with symptoms of COVID-19, the school nurse will ask him/her to put on a face covering and will send him/her to the quarantine area.
 - For students, parents will be contacted and asked to pick up their child(ren). Siblings of these children who attend the school will be dismissed as well.
- School nurses will be trained to ensure CDC compliance.
- Students who test positive for COVID-19 will not be permitted to return to school without medical clearance.
- The decision to have them return to school will be made in conjunction with the Philadelphia Department of Health.
- As it is determined that changes are needed to the Health and Safety Plan, such changes will be communicated to district families through the COVID-19 Hub website and emails to families from administrators.
- For staff who feel uncomfortable with returning, our Human Resources staff will work with those individuals to ensure that their concerns are addressed.
- After speaking with a representative of the Philadelphia Department of Health, we are unable to put specific parameters on this. If/when a student or staff member has been identified as contracting the virus, we are to call the Department of Health and await instruction from them. They will come to the school, review the information and work with us to decide next steps, including how and when the community is notified.

Complying with the CDC, DOH and PDE the following symptoms screening tool will be used:

Are you/is the student experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

Stay home if, you or the student:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.
- Has been exposed to anyone with COVID

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)
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<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Educate all stakeholders (students, staff, parents/guardians) on how to screen for signs and symptoms of COVID-19 at home before sending children to school and/or reporting to work.</p> <ul style="list-style-type: none"> • Educate parents/guardians on the importance of keeping ill children home from school. • Educate staff on the importance of staying home if ill. • Require any individual who discloses symptoms while in school to wear a face covering • Students are reminded at the beginning of the day of the signs and symptoms of COVID-19 with reminders to go to the designated area immediately if feeling symptomatic. • Parents will use the checklist previously shared by the Health Department to screen their children for symptoms. • The nurse will evaluate any individual who presents with symptoms in school. • Staff and students must 	<p>Same as Yellow</p>	<p>School Nurse and DOO</p>	<p>Additional PPE, informational handouts, screening guide (laminated)</p>	<p>PD will be provided to staff regarding CDC protocols and requirements.</p> <p>Information packets and links will be sent home to all families.</p>
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<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Require an individual who becomes sick in school or demonstrates a history of exposure (defined as close contact to a confirmed case of COVID) to wear a face covering.</p> <ul style="list-style-type: none"> • Require an individual (one who becomes sick in school or demonstrates a history of exposure) to report immediately to the designated area. • Identify an isolation area with adequate ventilation, easy exit from building, and configured to promote safety and privacy. • Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse; parents/guardians must be made aware of the classroom protocol including students being sent home. • Parents should have a plan in place for picking up a student when directed by school nurse. • Provide appropriate PPE to staff & students in the isolation area and to those interacting directly with such 	<p>Same as yellow</p>	<p>School Nurse and DOO</p>	<p>CDC and DOH manuals and guidance materials, physical holding space, PPE, handout with guidance for seeing a doctor and requirements for returning to school.</p>	<p>No</p>
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<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Require medical clearance from the Philadelphia Health Department for any individual returning to school following isolation quarantine, or a positive COVID 19 test result.</p> <ul style="list-style-type: none"> • The Philadelphia Health Department will support Northwood Academy by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return. • The Philadelphia Health Department will educate school nurses and designated points of contact on the process the Health Department will follow in issuing clearances to return from isolation or quarantine. 	<p>Same as Yellow</p>	<p>School Nurse and DOO</p>	<p>CDC and DOH manuals and guidance materials</p>	<p>No</p>
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<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Consult with the Philadelphia Health Department on any decision related to the closure of classrooms, schools, or the District.</p> <ul style="list-style-type: none"> • The closing of a classroom or the school, will occur in consultation with the Philadelphia Health Department. • Northwood will coordinate with the Philadelphia Health Department on the strategies for COVID -19 cases as the district does with similar conditions, such as measles, pertussis, and other infectious diseases. <p>Northwood intends to take steps to keep classrooms, schools, and the district open if possible in the event of a confirmed case of COVID -19 under the direction of the Department of Health.</p>	<p>Same as Yellow</p>	<p>School Nurse and DOO</p>	<p>CDC and DOH manuals and guidance materials</p>	<p>No</p>
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Other monitoring and screening practices	Limit the public release of COVID 19-impacted student and staff names. • Northwood will coordinate with the Philadelphia Health Department specific to the public release of such protected information. • The Philadelphia Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.	Same as Yellow	Nurse	DOH guidance	No
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Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

- Effective July 1, 2020, all staff and students are required to wear a face covering when in school per the order of the PA Health Department and PDE.
- Individuals with medical conditions or disabilities that prevent them from safely wearing a face covering are exempt from this order.
- When a staff member feels the need to come within six feet of a student for instruction or discussion, a face mask will be required of both the staff and student in order to do so.
- The Northwood Academy Charter School is currently working directly with any employee who has self-reported that they are in a higher risk group in accordance with the guidelines established by the CDC.
- Northwood’s HR department will work with employees in the interactive process of reviewing this plan, working with the employee’s treating physician, and with the employee directly to determine what reasonable accommodation(s) is needed and the district’s ability to provide the accommodations to the employee. This process is collaborative between the school and the employee and will be ongoing with a continuous evaluation of the employee’s needs and changing conditions of the pandemic.
- The Northwood Academy Charter School will adopt an absence policy that requires employees to remain home if they are sick. As such, the school is requesting that employees curtail absences to the extent possible to limit absences to care for their own illness or the illness of a family member.
- School counselors will be in communication with all families to ensure they are aware of resources for social-emotional wellness. They will support students who have been identified or who self-identify as needing social and emotional support. They will also outline the counseling and SAP referral process so that staff, parents, and students can easily refer students to the school counselor.
- Students will be provided with the amount of support needed to benefit from all presented learning opportunities as needed based on the format of presentation.
- Specialist Teachers and Support Staff have been scheduled with flexibility to provide instruction in a substitute teacher capacity.

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)
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<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Identify which students are considered to be at higher risk for COVID-19. • Identify which staff are considered to be at higher risk for COVID-19. • For students at higher risk, develop a student-specific plan that facilitates his/her safety in conjunction with his/her medical provider with consideration of increased social distancing strategies, where feasible, for the student and staff. • Recommend that staff who are at high risk wear clear face shields as an alternative to masks or other face coverings when meeting face-to-face, teaching, or interacting with others in classroom and congregate</p>	<p>Same as Yellow</p>	<p>School Nurse, Director of Operations, Special Education Director and Principals</p>	<p>Additional/unique PPE that may be required for staff/students will be provided.</p>	<p>Yes</p>
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<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Effective July 2020, all Pennsylvania students are required to wear a face covering at all times in school and while attending or participating in any school function, with limited exceptions for specific individuals in compliance with the Order of the Pennsylvania Department of Health Requiring Universal Face Coverings of July 1, 2020. PA DOH: https://www.governor.pa.gov/wpcontent/uploads/2020/07/2020_0701-SOH-Universal-FaceCoverings-Order.pdf; PDE: https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID19/Waivers/</p>	<p>Same as Yellow</p>	<p>DOO</p>	<p>Videos/ signage</p>	<p>Yes</p>
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<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Wearing face coverings is strongly encouraged, especially for older students. Allow any individual to elect to wear a clear face shield or face covering if they so choose.</p> <p>Require individuals to possess a face covering at all times (and to carry it with them at all times) in the event that its use is required or enforced (in the event that minimum social distancing cannot be maintained such as a crowded hallway or when face-to-face interaction is required such as providing individualized assistance to students). • Require individuals to wear a face covering while in social situations with higher volume</p>	<p>Same as Yellow</p>	<p>DOO and Administration</p>	<p>Videos/ signage</p>	<p>Yes</p>
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<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>For students unable to understand or comply with social distancing requirements or those with more significant personal care needs: ~Provide staff working with those individuals the necessary PPE ~Provide staff with guidelines and strategies to maximize safety for themselves and others with whom the student comes in contact.</p>	<p>Same as Yellow</p>	<p>School Nurse, Director of Operations, Special Education Director and Principals</p>	<p>Additional/unique PPE that may be required for staff/students will be provided.</p>	<p>No</p>
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<p>Strategic deployment of staff</p>	<p>Students will be provided with the amount of support needed to benefit from all presented learning opportunities as needed based on the format of presentation.</p> <ul style="list-style-type: none"> • Student Services staff will be in communication with all families to ensure they are aware of resources for social emotional wellness. • Student Services staff will coordinate support for students who have been identified or who self-identify as needing social and emotional support. • Student Services staff will outline the counseling and SAP referral process so that staff, parents, and students can easily refer students for assistance. 	<p>Same as Yellow</p>	<p>Administration Counselors</p>		<p>No</p>
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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
School Safety and Health Protocols	Staff	Kristie Dugan, Director of Operations	Zoom	Slide presentation	August 2020	August 2020

Screening Procedures	Staff	Kristie Dugan, Director of Operations	Zoom	Slide Presentation	November 2020	November 2020
Monitoring Symptoms and Exposure	Staff	Michelle Storino, School Nurse Kristie Dugan, Director of Operations	Zoom	Slide presentation	November 2020	November 2020
Limiting Student to Student Contact in the Classroom	Staff	Michelle Storino, School Nurse Kristie Dugan, Director of Operations	Zoom	Slide presentation	November 2020	November 2020
Implementing Plans for students with medical needs or other unique needs	Staff	Michelle Storino, School Nurse	Zoom	Slide presentation	November 2020	November 2020

Handwashing, Hygiene and Healthy Protocols Health and Safety	Families	Michelle Storino, School Nurse	packet	Materials will be sent home to families regarding the discussion and practice of proper protocols with their children. CDC and DOH Guidelines and Recommendations	August 2020 November 2020	August 2020 November 2020
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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.

As a team, we have access to a multitude of resources and experts in the field. We have worked closely with our charter sector groups (PCE and PCPCS) to produce a conduit for professionals to address our community. We have also participated in direct calls with PA Secretary of Education Pedro Rivera, Philadelphia Mayor’s Office, Philadelphia Department of Health and legal counsel. We

have channeled that information to our stakeholders and our written communication is presented in multiple languages. Our team also reaches out individually to families who may have communication challenges. We will continue to work with the city and state officials throughout this process through continued sector information sessions and resource hubs.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
School District of Philadelphia Charter School Office Weekly Updates	City-wide charter leaders and operators	Essence Caleb, Director of Strategy, Operations, and Engagement at The SDP CSO	Email Website Resource Center	June 2020	December 2020
Philadelphia Charters for Excellence (PCE) / PCPCS Meetings - COVID19 response, reopening, and leadership This is inclusive of all sector updates and a weekly information hub for PCE Charter Schools	PCE members-city-wide charter leaders, CEOs, operators, and City and State officials (SDP/CSO, Philadelphia Health Department and Mayor's Office)	Amy Hollister, CEO, PCE President Scott Peterman, PCE Director Jessica Hickernell, PCPCS Director	Zoom Meeting Email	May 2020	December 2020
Parent Reopening Survey	Northwood parents and families	Kristie Dugan, Director of Operations	Google Form Email School Website	June 2020	July 2020
Staff Reopening Survey	Northwood staff members	Kristie Dugan, Director of Operations	Google Form Email Website	June 2020	July 2020

COVID Reopening Updates (biweekly)	All stakeholders including: parents, students, staff, board and community members	Amy Hollister, CEO	Board Update Document Email School Website Zoom Meeting	March 2020	December 2020
School District of Philadelphia (SDP) Charter School (CSO) Office Briefing - reopening	City-wide charter leaders and operators	Essence Caleb, Director of Strategy, Operations, and Engagement at The SDP CSO	Zoom Meeting	July 2020	July 2020
Health and Safety Plan Board	Board of Directors	Amy Hollister, CEO	Zoom Meeting	July 17, 2020	August 19, 2020
Health and Safety Plan Staff	Northwood Staff Members	Amy Hollister, CEO	Zoom Meeting	July 17, 2020	July 17, 2020
Health and Safety Plan Parent	Northwood Parents and families	Amy Hollister, CEO	Zoom Meeting	August 6, 2020	August 6, 2020
Health and Safety Plan Board	Board of Directors	Amy Hollister, CEO	Zoom Meeting	November 2020	November 2020
Cleaning, Sanitization, Disinfecting Supplies and Usage	Northwood Staff Members	Michelle Storino, School Nurse Kristie Dugan, Director of Operations	Zoom Meeting	November 2020	December 2020

Health and Safety Plan Parent	Northwood Parents and families	Amy Hollister, CEO	Zoom Meeting	December 2020	December 2020
Health and Safety Plan Staff	Northwood Staff Members	Amy Hollister, CEO	Zoom Meeting	December 2020	December 2020

Health and Safety Plan Summary: Northwood Academy Charter School

Anticipated Launch Date: August 31, 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
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*** Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

Northwood Academy's Director of Operations, will review CDC and local health guidelines daily. We have begun building an inventory of personal protective equipment and cleaning supplies. These include: cleaning supplies, hand sanitizer, wipes, soap, gloves, tissues, social distancing floor decals, signs, face shields, sneeze guards, masks, no-touch thermometers, and other necessary equipment to ensure a safe welcome for staff and students. We anticipate having the full inventory of all supplies necessary for reopening (CDC recommended and Covid-19 approved items) by October 31, 2020. Deep cleansing of all areas within our buildings using the CDC and OSHA guidelines will be completed multiple times through December 2020 and beyond as needed.

Signs will be posted in all classrooms, hallways, entries, lunchroom, bathrooms, offices, and all other occupied spaces referencing proper hygiene, mask wearing and social distancing. Signs will be posted in multiple languages in high-traffic areas and in main entrance. Graphics and information on our signs will be taken directly from CDC's Printable Resources.

Teaching staff will clean and sanitize their desks and personal spaces daily. Evening cleaning staff will disinfect all student desks, all door knobs, locks/lockers, and other commonly touched items. All of the high traffic areas will be sanitized multiple times a day.

Hand sanitizer stations are available in every classroom and spaces that are occupied throughout the day. Soap dispensers will be checked and refilled daily.

Social Distancing and Other Safety Protocols

Requirement(s)

Strategies, Policies and Procedures

- * **Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible**
- * **Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**
- * **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**
- * **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**
- * **Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes**

Limiting the sharing of materials among students

Staggering the use of communal spaces and hallways

Adjusting transportation schedules and practices to create social distance between students

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

Northwood Academy will adhere to all requirements as set forth by the CDC. Classrooms will be organized with students six feet apart. Students will not be seated in a face-to-face manner with the exception of students who sit at tables that are six feet long. Those students will sit at the ends of the tables with a sneeze guard barrier. There will be one teacher per classroom with the allowable number of students in a physical space. If additional staff are required to support students, social distancing requirements will continue to be in effect. Communal spaces will have a one-way flow of traffic (hallways) where possible. Hand sanitizer available in all classrooms, offices and communal spaces. Outside space will be utilized for small groups to have recess or fresh air breaks when weather permits.

According to CDC guidelines the following will also occur: all field trips and assemblies will be cancelled, a virtual back to school night will be created and held, sports, plays, choirs, etc will be cancelled or postponed, after school clubs will be conducted virtually where possible, and physical education will be modified.

In regards to hygiene, a health packet will be emailed to parents in August. This packet would be put together by Nurse Storino and would include directions for hand washing, proper face mask wearing, temperature taking and the importance of social distancing. Gallon bottles of hand sanitizer have been ordered for each classroom, and common area. Students will be encouraged to sanitize when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. We will be monitoring the young children to make sure they are doing it right. Teachers will need to review with students not to touch their eyes, nose, and mouth with unwashed hands at the beginning of each morning, cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer. Students will also NOT be permitted to share any materials.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures

- * Monitoring students and staff for symptoms and history of exposure**
 - * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**
 - * Returning isolated or quarantined staff, students, or visitors to school**
- Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**

The health of our students, staff and their families is the top priority of Northwood Academy. Northwood will work with their Human Resources Firm, Total HR Solutions, to make every attempt to extend a variety of reasonable accommodations and modifications to all individuals, especially high-risk populations, to ensure the well-being and safety of our entire school community. The Director of Operations and the school nurse will be at the helm of monitoring health procedures. The school nurse will review student records and create a list of any student who has pre-existing conditions. HR will reach out to staff to identify anyone who has a pre-existing condition and inform the school nurse, where not a HIPAA violation of anyone she should be monitoring.

Northwood will provide recommendations and guidelines from the CDC and Philadelphia Department of Health to our families in an effort for parents to monitor their child's health outside of school hours, particularly prior to their arrival at school. Due to new information being released by the medical community, and in line with the School District of Philadelphia, Northwood will not conduct temperature checks as students enter the building each day. Parents, for their children, and staff members will be required to take a health intake form daily, prior to arrival at the building which will include temperature reading. If the student or staff member answers yes to any of the questions, or records a temperature of 100.4 or higher, they may not come to the building. They will need to adhere to the CDC guidelines for return which are included previously in the report.

During the course of the day, if a staff member believes a child is sick, they will contact the administrative team and someone will remove the child and take him/her to the nurse for evaluation. If the child I found to be sick, the parent will be called to pick up the student and any siblings they have in the school. They will be held in an isolation room until the parents arrive. The child will be sent home with information regarding their symptoms, self-quarantining and what is required for reentry to school. This information will be logged and monitored by the school nurse and director of

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>Per the CDC requirements, face coverings will be required for all visitors that have to enter the building. As noted in our social distancing protocol, steps have been taken to minimize the amount of visitors that will actually enter our buildings. Staff and students will use face coverings throughout the day but particularly during hallway transitions where the recommended 6 foot distance may be difficult to practice. Northwood has purchased face masks that will be available to both students, staff and visitors. Face shields will be available for children that receive speech services, have asthma (or other breathing conditions), fall into the category of high risk, or find it difficult to wear a face mask. Face shields will also be available for staff. Remote learning will be arranged for staff and students that are at higher risks for severe illness and are required to stay at home. Northwood will be flexible and considerate regarding attendance policies for students, staff, and vulnerable populations such as homeless students, migrant students, and English Language Learners.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Northwood Academy Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 19, 2020**.

The plan was approved by a vote of:

_____ **Yes- 8**

_____ **No- 0**

Affirmed on: **August 19, 2020**

By:

(Signature of Board President)*

(Print Name of Board President) **Jacqueline Williams**