



Phased School Reopening Health and Safety Plan: Hogan Learning Academy

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.

Table of Contents

Health and Safety Plan	3
Type of Reopening.....	4
Pandemic Coordinator/Team	6
Key Strategies, Policies, and Procedures.....	7
Cleaning, Sanitizing, Disinfecting and Ventilation	8
Social Distancing and Other Safety Protocols.....	13
Monitoring Student and Staff Health.....	24
Other Considerations for Students and Staff.....	28
Health and Safety Plan Professional Development	34
Health and Safety Plan Communications	36
Health and Safety Plan Summary	37
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....	37
Social Distancing and Other Safety Protocols	38
Monitoring Student and Staff Health.....	40
Other Considerations for Students and Staff	42
Health and Safety Plan Governing Body Affirmation Statement	44

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: Hogan Learning Academy (HLA)

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?

Hogan Learning Academy (HLA) is an approved private school for students with autism ages 5-21. This health and safety plan has been developed with the unique needs of our students in consideration. The development of the plan was based on current recommendations and input elicited from stakeholders (parents, staff members and school districts) through email correspondence and surveys. HLA administrative team will continue to monitor and adhere to all guidelines set forth by; Pennsylvania Department of Health, Pennsylvania Department of Education, Governor Tom Wolf and the Center for Disease Control (CDC). In addition, our administrative team will continue to communicate and remain in close contact with school districts who have students attending HLA. HLA will provide ongoing communication to staff members, parents and districts regarding the health and safety reopening plan via email, google classroom, One Call Now communication system and the school website.

Hogan Learning Academy intends to reopen the school building safely for in-person instruction on **August 25, 2021** for students; however, the team recognizes that remote learning may still be required or become necessary if there is an increased community spread of COVID-19 this fall. If this should occur, a blended approach would be considered to decrease the number of staff and students in the building. HLA administration will continue to monitor all sources closely to determine the course of action needed. Additionally, administration will modify the current continuity of education plan accordingly to continue instruction in the best possible manner should the school need to utilize an in-person/virtual hybrid platform or a full virtual platform for all students.

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, 2020

Launch Date: August 25, 2021 (Revised)

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 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. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, HLA has established a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation.

- **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 with-in-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):** Individual will play a role in drafting the plan and with-in-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
James R. Hogan	CEO	Pandemic Coordinator; Both
Misty A. Hogan	Business Manager/HR	Pandemic Coordinator, Both
Crystal Smulley	Director of Operations	Pandemic Coordinator; Both
Trista Wood	Education Director	Both
Lauren Davison	Clinical Director	Both
Betty VanHoove	School Nurse	Both
Jerry Pennington	Maintenance	Health & Safety Plan Development

Key Strategies, Policies, and Procedures

For each domain of the Health and Safety Plan, a detailed summary exists describing the key strategies, policies, and procedures HLA will employ to satisfy the requirements of the domain. The domain summary serves as the public-facing description of the efforts HLA will take to ensure the health and safety of every stakeholder in our education community. The summary is focused on the key information that staff, students, and families will require to clearly understand our plan for the phased reopening of school.

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.

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:

- Building will be cleaned and disinfected by professional cleaning company prior to school reopening.
- HLA installed touchless hand sanitizers, towel dispensers, soap dispensers, toilet flushers and faucets in student restrooms.
- HLA continues to be in contact with suppliers to increase supply of sanitizer, gloves, disinfectant wipes and EPA-registered disinfectant sprays.
- Hand sanitizer stations are available in all classrooms, at entry ways and throughout the building.
- Heating and cooling units/filters have been cleaned. Ceiling fans installed in all classrooms to increase air circulation. Air purifiers have been added to all classrooms.
- All school staff will be trained on cleaning/sanitizing/disinfecting and ventilation protocols. The training will be delivered through online resources and measured through post-training quiz and application observation during in-service days.
- Cleaning/sanitizing/disinfecting schedules/assignments for high touch areas and resources (doorknobs, faucets, desks, tables, light switches, electronic devices, playground equipment, etc.) will be implemented by classroom/school staff throughout the school day. Restrooms to be cleaned/sanitized on an hourly schedule by maintenance. Schedules will be signed off to indicate completion in order to ensure cleaning occurs consistently. Cleaning kits (gloves, sprays/wipes, towels) will be supplied to all classrooms and common areas to aid with cleaning throughout the school day.
- Professional cleaning company to perform cleaning and disinfecting (using electrostatic disinfecting spray) daily. The daily cleaning/disinfecting will occur after school hours when students and staff have left the building.
- Informational signs will be hung at entrances and throughout the school to provide reminders and education on the importance of wearing masks, washing hands, hygiene, staying home when sick and maintaining social 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)
<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><u>Building Preparation</u></p> <p>Professional Cleaning Company to perform cleaning of the building</p> <p>Clean and disinfect all furniture, materials, equipment, high touch areas/surfaces, water dispensers, restrooms, hallways, instructional spaces and office spaces</p> <p>Touchless trash bins</p> <p>Touchless hand sanitation stations throughout the building, at entry ways, in offices and classrooms</p> <p>Touchless soap and paper towel dispensers in all restrooms</p> <p>Touchless faucets and toilet flush in student restrooms</p> <p>Toilet seat covers available in restrooms</p> <p>Ceiling fans in classrooms</p> <p>Air purifiers in classrooms</p>	<p><u>Building Preparation</u></p> <p>Professional Cleaning Company to perform cleaning of the building</p> <p>Clean and disinfect all furniture, material, equipment, high touch areas/surfaces, water dispensers, restrooms, hallways, instructional spaces and office spaces</p> <p>Touchless trash bins</p> <p>Touchless hand sanitation stations throughout the building, at entry ways, in offices and classrooms</p> <p>Touchless soap and paper towel dispensers in all restrooms</p> <p>Touchless faucets and toilet flush in student restrooms</p> <p>Toilet seat covers available in restrooms</p> <p>Ceiling fans in classrooms</p> <p>Air purifiers in classrooms</p>	<p><u>Building Preparation</u></p> <p>CEO</p> <p>Maintenance</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p> <p>Office Personnel</p> <p>Cleaning Company</p>	<p><u>Building Preparation</u></p> <p>Cleaning supplies</p> <p>Face masks</p> <p>Gloves</p> <p>CDC Guidance Handout</p> <p>Signs (reminders/education)</p>	<p>Y</p>

<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>Post signs providing reminders/education</p> <p>Outdoor space for dining or use for instructional area</p> <p>Water coolers available, staff and students provide own bottle/canister/cup</p> <p>Train all staff on guidance for cleaning and disinfecting</p> <p>Detailed inspection of all areas throughout the building</p> <p><u>Preparation for transportation:</u></p> <p>Clean and disinfect all vans</p> <p>Supply each van with a cleaning kit (gloves, towels, disinfectant spray/wipes)</p> <p>Supply vans with hygiene kit (tissues, hand sanitizer, trash bag)</p>	<p>Post signs providing reminders/education</p> <p>Outdoor space for dining or use for instructional area</p> <p>Water coolers available, staff and students provide own bottle/canister/cup</p> <p>Train staff all on guidance for cleaning and disinfecting</p> <p>Detailed inspection of all areas throughout the building</p> <p><u>Preparation for transportation:</u></p> <p>Clean and disinfect all vans</p> <p>Supply each van with a cleaning kit (gloves, towels, disinfectant spray/wipes)</p> <p>Supply vans with hygiene kit (tissues, hand sanitizer, trash bag)</p>	<p><u>Preparation for transportation:</u></p> <p>Maintenance</p> <p>Director of Operations</p> <p>Program Directors</p>	<p><u>Preparation for transportation:</u></p> <p>Cleaning supplies</p> <p>Face shields/masks</p> <p>Gloves</p> <p>Tissues</p> <p>Hand sanitizer</p> <p>Trash bag</p> <p>CDC Guidance Handouts</p>	<p>Y</p>
---	---	---	--	--	----------

<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><u>Daily Practices- Building:</u></p> <p>Professional Cleaning Company to perform daily cleaning of the building, focusing on disinfecting classrooms, restrooms and high traffic areas</p> <p>Establish schedules/assign staff for sanitizing/disinfecting high touch areas throughout the day using EPA-approved cleaning agents. Areas include furniture, high touch areas/surfaces, door handles, water dispensers, restrooms, hallways, instructional spaces and office spaces, among other areas throughout the school</p> <p>Clean/sanitize shared equipment including but not limited to, technology, gym equipment, educational materials, etc. after each use</p> <p>Train all staff on guidance for cleaning and disinfecting</p> <p>Open doors/windows as needed while cleaning occurs</p> <p>Utilize ceiling fans to increase air circulation</p> <p>Utilize air purifiers</p> <p>Ongoing daily inspections of the building by school directors</p>	<p><u>Daily Practices- Building:</u></p> <p>Professional Cleaning Company to perform daily cleaning of the building, focusing on disinfecting classrooms, restrooms and high traffic areas</p> <p>Establish schedules/assign staff for sanitizing/disinfecting high touch areas throughout the day using EPA-approved cleaning agents. Areas include furniture, high touch areas/surfaces, door handles, water dispensers, restrooms, hallways, instructional spaces and office spaces, among other areas throughout the school</p> <p>Clean/sanitize shared equipment including but not limited to, technology, gym equipment, educational materials, etc. after each use</p> <p>Train all staff on guidance for cleaning and disinfecting</p> <p>Open doors/windows as needed while cleaning occurs</p> <p>Utilize ceiling fans to increase air circulation</p> <p>Utilize air purifiers</p> <p>Ongoing daily inspections of the building by school directors</p>	<p><u>Daily Practices- Building:</u></p> <p>Maintenance</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p> <p>Office Personnel</p> <p>Cleaning Company</p>	<p><u>Daily Practices- Building:</u></p> <p>Cleaning supplies</p> <p>Face shields/masks</p> <p>Gloves</p> <p>CDC Guidance Handouts</p>	<p>Y</p>
--	--	--	---	---	----------

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><u>Daily Practices- Transportation:</u></p> <p>Clean/disinfect high touch areas after each trip using EPA-approved cleaning agents. Areas include all van seats, buckles, seat backs and door, among other surfaces</p> <p>Maximize ventilation on the van by opening a minimum of one window</p> <p>Open doors/windows as needed while cleaning occurs</p> <p>Train all staff on guidance for cleaning and disinfecting</p>	<p><u>Daily Practices- Transportation:</u></p> <p>Clean/disinfect high touch areas after each trip using EPA-approved cleaning agents. Areas include all van seats, buckles, seat backs and door, among other surfaces</p> <p>Maximize ventilation on the van by opening a minimum of one window</p> <p>Open doors/windows as needed while cleaning occurs</p> <p>Train all staff on guidance for cleaning and disinfecting</p>	<p><u>Daily Practices- Transportation:</u></p> <p>Maintenance</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p> <p>Office Personnel</p>	<p><u>Daily Practices- Transportation:</u></p> <p>Cleaning supplies</p> <p>Face masks</p> <p>Gloves</p> <p>CDC Guidance Handouts</p>	<p>Y</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>In the event of a positive COVID-19 case in the building the areas of exposure will be cleaned thoroughly by cleaning company following CDC recommendations/protocol</p> <p>May require whole school closure, decisions will be made in conjunction with recommendations from health authorities and considerations of CDC guidelines</p>	<p>In the event of a positive COVID-19 case in the building the areas of exposure will be cleaned thoroughly by cleaning company following CDC recommendations/protocol</p> <p>May require whole school closure, decisions will be made in conjunction with recommendations from health authorities and considerations of CDC guidelines</p>	<p>Maintenance</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Cleaning Company</p>		

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 need
- 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:

- Desks will be organized 6 feet apart and will be facing the same direction or back to back when necessary to avoid face to face seating. Staff will utilize face shields/masks when in the building. Floor markers will be utilized to indicate appropriate spacing. Students will take breaks at individual desks or assigned area using their own materials whenever possible. Classroom break areas temporarily removed or closed off. Group tables are limited to a maximum of 3 students with plexiglass dividers between students and no face to face seating.
- Students will stay grouped with assigned classroom throughout the school day. Staff will remain in one classroom with same student(s) for the full day whenever possible to limit the spread across staff and students within the group. Therapy sessions will be delivered to students in the classroom or in the therapy room when possible limiting services across 2 classrooms per day to limit interactions across multiple groups in a day.
- Communal spaces throughout the school building will be limited in use or temporarily closed off. Students and staff will eat lunch in the classrooms. A prepared lunch with ice pack or thermos is encouraged to avoid the need for communal use of appliances. Building schedules will be developed for use of communal areas that must be utilized (kitchen/laundry, vocational areas, copier, gym, playground climber). Communal spaces that must be used will be sanitized before/after each classroom use.

- Outdoor space such as fields, play areas and seating areas will be utilized and encouraged during appropriate weather days. Playground climbing equipment may be used by small groups from same classroom with appropriate social distancing. Playground resources will be sanitized after each group use.
- Students and staff will wash hands multiple times throughout the day, specifically upon arrival, after using the bathroom, after being outside and before/after lunch/snacks. Use of hand sanitizer will be encouraged throughout the day.
- Student programs involving personal grooming and domestic skills such as, brushing teeth, face/hair washing, intensive toilet training programs and cleaning restrooms will be temporarily put on hold.
- Community Based Instruction (CBI) opportunities may be limited due to visitor restrictions at cooperating facilities.
- Transportation will be reviewed with students' home school district. Arrival/dismissal locations will be altered to allow more efficient check in upon arrival and greater social distancing within entrances/hallways.
- Non-essential visitors will temporarily be restricted from entering the building. All meetings, including IEP meetings will occur through virtual method whenever possible. Educational professionals providing services to students will be permitted to enter the building; however, will be required to undergo screening and provide contact information. Mail/packages/deliveries will be retrieved at or left outside of front door.

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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> Individual student desks will be forward facing or back to back Individual student desks will be separated by 6ft Students will break at individual desk During small group instructions students will sit on one side of table and tables will be provided with plexiglass dividers between student seats Instructors will be provided with a face shield Classroom/learning spaces will not exceed 20 persons, unless unexpected events require modification to this limit Students will stay grouped with peers from assigned classroom Therapy sessions will be delivered in the students assigned classroom Medication to be provided in classroom by nurse Unnecessary furniture and carpets will be removed to allow for greater separation of desks 	<ul style="list-style-type: none"> Individual student desks will be forward facing or back to back Individual student desks will be separated by 6ft Students will break at individual desk During small group instructions students will sit on one side of table and tables will be provided with plexiglass dividers between student seats Instructors will be provided with a face shield Classroom/learning spaces will not exceed 20 persons, unless unexpected events require modification to this limit Students will stay grouped with peers from assigned classroom Therapy sessions may be delivered in the classroom or therapy room limiting services across 2 classrooms per day Medication to be provided in classroom by nurse Unnecessary furniture and carpets will be removed to allow for greater separation of desks 	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p>	<p>Floor tape/signs to designate safe distance for seating and standing</p> <p>Plexiglass dividers for small group instruction tables</p> <p>Face shields/masks</p>	<p>Y</p>

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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Students will eat lunch in classroom or choose to use the outdoor dining space</p> <p>Avoid face-to-face seating</p> <p>Individually wrapped utensils and cups will be available</p> <p>Students and staff provide their own water bottle/canister/cup</p> <p>Surfaces are cleaned before and after lunch</p> <p>Trash within the classroom will be removed after lunch</p>	<p>Students will eat lunch in classroom or choose to use the outdoor dining space</p> <p>Avoid face-to-face seating</p> <p>Individually wrapped utensils and cups will be available</p> <p>Students and staff provide their own water bottle/canister/cup</p> <p>Surfaces are cleaned before and after lunch</p> <p>Trash within the classroom will be removed after lunch</p>	<p>Maintenance</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p>	<p>Additional trash cans for classrooms</p> <p>Individually wrapped utensils/cups</p>	<p>Y</p>

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>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Teach and reinforce frequent handwashing/hand sanitation, covering coughs and sneezes</p> <p>Establish handwashing routines and encourage handwashing breaks:</p> <ul style="list-style-type: none"> - Upon arrival - Prior to/after snack/lunch - After use of restroom - After PE/outdoor activities - After sneeze/cough <p>Hand sanitizer stations in the classrooms and throughout the building</p> <p>Hygiene reminders posted in the classrooms and throughout the building</p> <p>Staff wear face shield/mask when in the building</p> <p>Disinfectant wipes/spray available in classrooms and communal areas</p> <p>Toilet seat covers available in restrooms</p>	<p>Teach and reinforce frequent handwashing/hand sanitation, covering coughs and sneezes</p> <p>Establish handwashing routines and encourage handwashing breaks:</p> <ul style="list-style-type: none"> - Upon arrival - Prior to/after snack/lunch - After use of restroom - After PE/outdoor activities - After sneeze/cough <p>Hand sanitizer stations in the classrooms and throughout the building</p> <p>Hygiene reminders posted in the classrooms and throughout the building</p> <p>Staff wear face shield/mask when in building</p> <p>Disinfectant wipes/spray available in classrooms and communal areas</p> <p>Toilet seat covers available in restrooms</p>	<p>Maintenance</p> <p>Operating Director</p> <p>Director of Operations</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p>	<p>Sanitizer stations</p> <p>Soap</p> <p>Towels</p> <p>Disinfectant wipes/spray</p> <p>Tissues</p> <p>Hygiene Posters</p> <p>Face shields/masks</p>	<p>Y</p>

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>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signs will be posted on exterior doors:</p> <ul style="list-style-type: none"> - requiring individuals to wear face covering - notice of temperature check <p>Visual/written information about everyday protective measures such as handwashing, social distancing, face coverings, etc. will be posted throughout the building.</p>	<p>Signs will be posted on exterior doors:</p> <ul style="list-style-type: none"> - requiring individuals to wear face covering - notice of screening and temperature check <p>Visual/written information about everyday protective measures such as handwashing, social distancing, face coverings, etc. will be posted throughout the building.</p>	<p>CEO</p> <p>Maintenance</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Office personnel</p>	<p>Signs/posters</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Personnel will need to be deemed “essential” in order to enter the school. All visitors will report to the front office and sign in, as our current standard operating procedures.</p> <p>Restrict non-essential visitors/volunteers/student interns/field experience</p> <p>Virtual meetings when possible</p>	<p>Personnel will need to be deemed “essential” in order to enter the school. All visitors will report to the front office and sign in, as our current standard operating procedures.</p> <p>Restrict non-essential visitors/volunteers/student interns/field experience</p> <p>Virtual meetings when possible</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Office personnel</p>	<p>N/A</p>	<p>Y</p>

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>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Recess and physical education to occur outdoors weather permitting</p> <p>Allow use of gym/playground equipment by one class at a time</p> <p>Allow use of shared gym/ playground/PE resources (balls, jump ropes, scooters, etc.) within a classroom</p> <p>Clean resources after each classroom use</p> <p>No contact games</p> <p>Encourage walking, jogging and other non-contact activities</p> <p>Increase supply of resources</p>	<p>Recess and physical education to occur outdoors weather permitting</p> <p>Allow use of gym/playground equipment by one class at a time</p> <p>Allow use of shared gym/ playground/PE resources (balls, jump ropes, scooters, etc.) within a classroom</p> <p>Clean resources after each classroom use</p> <p>No contact games</p> <p>Encourage walking, jogging and other non-contact activities</p> <p>Increase supply of resources</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p>	<p>Additional playground resources</p>	<p>N</p>
<p>Limiting the sharing of materials among students</p>	<p>No communal or sharing of school supplies.</p> <p>Students will have belongings/supplies in individually labeled containers, cubbies or other assigned area.</p> <p>Any materials that must be shared by students will be sanitized before and after each use.</p>	<p>No communal or sharing of school supplies.</p> <p>Students will have belongings/supplies in individually labeled containers, cubbies or other assigned area.</p> <p>Any materials that must be shared by students will be sanitized before and after each use.</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p>	<p>Purchase supplies for individual student use</p>	<p>Y</p>

<p>Staggering the use of communal spaces and hallways</p>	<p>Building schedules will be developed to limit student transitions outside of the room throughout the school day.</p> <p>Building schedules will be developed for vocational and communal areas to be used by one classroom at a time.</p> <p>Building schedules will be developed and school personnel assigned to clean/sanitize/disinfect high touch areas throughout the day.</p> <p>Use one-way traffic patterns in the hallway marked with arrows.</p> <p>Arrival: <u>Staff:</u> Stagger arrival time if needed. Use one entry zone for check in. <u>Student:</u> Limit the number of vans that can unload at one time. Use one entry zone for check in.</p> <p>Dismissal: <u>Student:</u> Stagger dismissal times. This may mean dismissal time begins earlier than previous school year. Use two exit zones based on classroom location. <u>Staff:</u> Stagger dismissal time if needed. Use two exit zones based on classroom location.</p>	<p>Building schedules will be developed to limit student transitions outside of the room throughout the school day.</p> <p>Building schedules will be developed for vocational and communal areas to be used by one classroom at a time.</p> <p>Building schedules will be developed and school personnel assigned to clean/sanitize/disinfect high touch areas throughout the day.</p> <p>Use one-way traffic patterns in the hallway marked with arrows.</p> <p>Arrival: <u>Staff:</u> Stagger arrival time if needed. Use one entry zone for check in. <u>Student:</u> Limit the number of vans that can unload at one time. Use one entry zone for check in.</p> <p>Dismissal: <u>Student:</u> Stagger dismissal times. This may mean dismissal time begins earlier than previous school year. Use two exit zones based on classroom location. <u>Staff:</u> Stagger dismissal time if needed. Use two exit zones based on classroom location.</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p> <p>Office Personnel</p> <p>Maintenance</p>	<p>Traffic pattern signs (arrows)</p>	<p>Y</p>
--	--	--	---	---------------------------------------	----------

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>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Transportation is provided by home school district</p> <p>Arrival/Dismissal procedures will be altered to maximize social distancing where possible.</p> <p><u>HLA transportation:</u> Maximum of two students per van (one student per row) within same classroom</p> <p>Van driver and van assistant must wear face shield/mask</p>	<p>Transportation is provided by home school district</p> <p>Arrival/Dismissal procedures will be altered to maximize social distancing where possible.</p> <p><u>HLA transportation:</u> Maximum of two students per van (one student per row) within same classroom</p> <p>Van driver and van assistant must wear face shield/mask</p>	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Paraprofessionals</p>	<p>Face shields/masks</p>	<p>N</p>

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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Classroom/learning spaces will not exceed 20 persons, unless unexpected events require modification to this limit.</p> <p>To minimize crossover of students and staff, students will stay grouped with peers from assigned classroom and when possible staff will stay with same student(s) for full day.</p> <p>Communal areas will be limited to one classroom at a time.</p> <p>Therapy sessions will be delivered to students in the students assigned classroom.</p> <p>No large group gatherings</p> <p>Staff meetings and PD delivered either to small groups or virtually.</p>	<p>Classroom/learning spaces will not exceed 20 persons, unless unexpected events require modification to this limit.</p> <p>To minimize crossover of students and staff, students will stay grouped with peers from assigned classroom and when possible staff will stay with same student(s) for full day.</p> <p>Communal areas will be limited to one classroom at a time.</p> <p>Therapy sessions may be delivered to students in the students assigned classroom or in therapy room limiting services across 2 classrooms per day.</p> <p>No large group gatherings</p> <p>Staff meetings and PD delivered either to small groups or virtually.</p>	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p> <p>Office Personnel</p> <p>Maintenance</p>	<p>N/A</p>	<p>Y</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Students attend HLA from 18 surrounding school districts. HLA administration, in conjunction with a students' home district, will assist parents in finding childcare options if needed due to staggered schedules.</p>	<p>Students attend HLA from 18 surrounding school districts. HLA administration, in conjunction with a students' home district, will assist parents in finding childcare options if needed due to staggered schedules.</p>	<p>Director of Operations</p> <p>Program Directors</p>	<p>N/A</p>	<p>N</p>

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>Other social distancing and safety practices</p>	<p>Limit transitions in and out of classrooms with high-risk students and staff.</p> <p>Field trips, assemblies, social gatherings are postponed until further notice.</p> <p>Offsite work programs and community based instruction postponed until further notice.</p> <p>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.</p>	<p>Limit transitions in and out of classrooms with high-risk students and staff.</p> <p>Field trips, assemblies, social gatherings are postponed until further notice.</p> <p>Resume small individualized community based instruction outings within classrooms.</p> <p>Continue to reassess procedures for all areas to ensure student and staff safety is at the forefront.</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p>	<p>N/A</p>	<p>Ongoing discussions with all stakeholders</p>

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:

- All students (parents) and staff will conduct a COVID-19 self-monitoring assessment on-line (or paper copy if requested) daily before arriving to school. If self-assessment forms are not submitted, student/staff member will be unable to attend school for the day and sent home. Additionally, students/staff will be checked/monitored daily upon arrival at the school entry zone.
- Parent/staff will submit electronic self-monitoring assessments through secure, online site (or send paper copy with the child on school bus). School Administration and Nurse will review the assessments prior to student/staff arrival. Upon arrival designated team members will conduct temperature check on all students/staff prior to entry into the building.
- Students/staff will report to assigned designated school entry zone upon arrival for temperature check/screening. Any student/staff who has a temperature ≥ 100 or exhibits additional COVID-19 symptoms (cough, shortness of breath, rapid or difficulty breathing, chills, headache, muscle pain, diarrhea, vomiting, loss of taste and smell) will be sent home and will need clearance from their Health Care Provider prior to return.

- Any student who arrives at school demonstrating symptoms (described above) or who begins demonstrating symptoms during the school day will need to be picked up immediately by parent/caregiver or designated person. Families must have backup plans in place to ensure a prompt pick up of their child. Students will remain in an isolation area until parent/caregiver arrives.
- Staff member remaining with student in isolation area will be provided with additional personal protective equipment to wear while with the student (including, but not limited to; gown, shoe covers, mask, face shield, goggles and gloves).
- Any staff member or visitor who demonstrates symptoms will be asked to leave school immediately.
- If staff, student or other school community member becomes ill or has been exposed to an individual confirmed positive for COVID-19 they must follow up with their Health Care Provider and adhere to the guidelines/protocols provided by CDC and PA DOH. Student/Staff will submit a clearance note from HCP as needed.
- The Pandemic Coordinator(s), in conjunction with the Nurse and program directors will be responsible for making decisions regarding quarantine or isolation requirements of students and staff. Coordinators or Nurse will contact Department of Health for guidance related to quarantine, self-isolation at home and testing for COVID-19. This information will be communicated to sick individuals.
- All areas used by the person who is sick or has been exposed will be isolated, cleaned and disinfected following the CDC guidelines for cleaning. Depending on level of exposure, the building may need to be closed for a period to allow for proper disinfection.
- HLA will follow the guidelines put forth by the CDC for discontinuing home isolation/return to school/work:
 - Confirmed COVID-19 with symptoms- student/staff can return to school/work when: At least 10 days have passed since symptom onset AND At least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND other symptoms have improved AND with a Health Care Provider's note as needed.
 - Confirmed COVID-19 without symptoms- if no symptoms arise: student/staff can return to school/work 10 days after the date of the first positive test AND with a Health Care Provider's note as needed.
- Any student who is unable or unwilling to return to school in person will be provided a virtual learning platform.
- Any staff who is unable or unwilling to return after COVID-19 illness will notify Director of Operations. Options that comply with state and federal regulations will be explored with Human Resources.
- Director of Operations or program directors, via school communication systems, will notify families as soon as possible regarding possible/confirmed cases and follow up steps needed. CEO or Director of Operations will communicate any changes to the Health and Safety Plan.
- Staff/Student who travel to an area with travel restrictions will adhere to the guidance as identified by PA DOH or CDC.
- All school staff will be trained on protocol for monitoring and recognizing symptoms of COVID-19.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Daily student/staff self-assessments prior to arrival (online or paper if requested)</p> <p>Temperature check and screening at entry zone upon arrival to school</p> <p>Monitor students/staff for symptoms throughout the day</p>	<p>Daily student/staff self-assessments prior to arrival (online or paper if requested)</p> <p>Temperature check and screening at entry zone upon arrival to school</p> <p>Monitor students/staff for symptoms throughout the day</p>	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Nurse</p>	<p>Online/ paper copies of daily screening assessment form</p> <p>Non-contact digital forehead thermometer</p> <p>PPE</p>	<p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Student/Staff with COVID-19 symptoms should stay home</p> <p>Any student/staff with a temperature ≥ 100 or displaying COVID-19 symptoms will be sent home immediately</p> <p>Students displaying symptoms while at school will be kept in an isolation area until picked up</p> <ul style="list-style-type: none"> - Parents must have back up arrangements to pick child up from school promptly - Monitoring staff will be provided PPE <p>Student/Staff of probable or confirmed exposure will adhere to the PA DOH and CDC guidance for quarantine at home after exposure. The DOH will be contacted for further guidance as needed</p>	<p>Student/Staff with COVID-19 symptoms should stay home</p> <p>Any student/staff with a temperature ≥ 100 or displaying COVID-19 symptoms will be sent home immediately</p> <p>Students displaying symptoms while at school will be kept in an isolation area until picked up</p> <ul style="list-style-type: none"> - Parents must have back up arrangements to pick child up from school promptly - Monitoring staff will be provided PPE <p>Student/Staff of probable or confirmed exposure will adhere to the PA DOH and CDC guidance for quarantine at home after exposure. The DOH will be contacted for further guidance as needed</p>	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Nurse</p>	<p>Isolation Area</p> <p>Non-contact digital forehead thermometer</p> <p>PPE</p>	<p>Y</p>

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)
	Staff/Student who travel to an area with travel restrictions will adhere to guidance as identified by PA DOH and CDC.	Staff/Student who travel to an area with travel restrictions will adhere to guidance as identified by PA DOH and CDC.			
* Returning isolated or quarantined staff, students, or visitors to school	<p>Individuals returning after isolation or quarantine must adhere to the protocols and guidelines provided by the CDC and PA DOH (Time/Symptom Based Strategy, Quarantine for Non-Household/Household Contact)</p> <p>Student/Staff will submit clearance form Health Care Provider as needed</p>	<p>Individuals returning after isolation or quarantine must adhere to the protocols and guidelines provided by the CDC and PA DOH (Time/Symptom Based Strategy, Quarantine for Non-Household/Household Contact)</p> <p>Student/Staff will submit clearance form Health Care Provider as needed</p>	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Nurse</p>	Note from HCP	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	CEO or Director of Operations will communicate any changes in safety practices, protocols and procedures, via email, google and/or One Call Now communication system	CEO or Director of Operations will communicate any changes in safety practices, protocols and procedures, via email, google and/or One Call Now communication system	<p>CEO</p> <p>Director of Operations</p>	One Call Now/ email/google	N

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)
Other monitoring and screening practices	<p>Continue to monitor local and state agencies for outbreaks and recommended guidelines/protocols for responding</p> <p>If student/staff are aware of an exposure to a positive COVID-19 case they are required to contact PA DOH and their Health Care Provider for treatment, isolation, and quarantine instructions</p>	<p>Continue to monitor local and state agencies for outbreaks and recommended guidelines/protocols for responding</p> <p>If student/staff are aware of an exposure to a positive COVID-19 case they are required to contact PA DOH and their Health Care Provider for treatment, isolation, and quarantine instructions</p>	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Nurse</p>	N/A	N

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:

- Any student able to wear a face covering will be encouraged to do so during transitions or in instances when social distancing is not possible; however no student will be required to wear a face covering in order to attend school daily due to unique sensory and behavioral needs. Our team will work with students and families to increase tolerance and ability to wear face coverings.
- All staff, visitors and contractors will be required to wear a face covering (mask or face shield) in all common areas and/or shared spaces where other employees, students or members of the public are present. As per the Secretary's order, the following are exceptions to the face covering requirements:

- Individuals who cannot wear a mask due to a medical condition
- Individuals for who wearing a mask while working would create an unsafe condition
- Individuals who would be unable to remove a mask without assistance
- Individuals who are communicating with someone who is hearing-impaired or has a disability, where the ability to see the mouth is essential for communication
- Staff should wear appropriate PPE based on specific interactions with students.
- Students who are at high risk for severe illness will have the option to participate in virtual learning opportunities until able to return safely to school in-person.
- As appropriate and applicable, Human Resources and Director of Operations will work with staff members who are at high risk for severe illness to make accommodations.
- Ongoing hiring/training will occur to ensure coverage.
- All staff will continue professional development to ensure all students have access to quality learning opportunities whether in the physical school building or through virtual/distance learning platform. Support staff members are assigned to designated classrooms and will remain with class for the full day whenever possible. Behavior Analysts will remain with assigned case load of students whenever possible.

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>* Protecting students and staff at higher risk for severe illness</p>	<p>Identify students and staff at higher risk</p> <p>Daily monitoring of staff/students prior to coming to school</p> <p>Adopt flexible attendance policies for staff and students</p> <p>Encourage staff to stay home if they are sick</p> <p>Encourage parents to keep sick children home</p> <p>Limit transitions in and out of the classroom</p> <p>Avoid communal areas and gathering in groups of any size</p> <p>Staff will remain in same location/classroom with same people as much as possible</p> <p>Provide virtual learning opportunities for students</p> <p>Depending on staff role and risk level, options may be explored to work in areas that limit interactions and/or to work remotely</p>	<p>Identify students and staff at higher risk</p> <p>Daily monitoring of staff/students prior to coming to school</p> <p>Adopt flexible attendance policies for staff and students</p> <p>Encourage staff to stay home if they are sick</p> <p>Encourage parents to keep sick children home</p> <p>Limit transitions in and out of the classroom</p> <p>Avoid communal areas and gathering in groups of any size</p> <p>Staff will remain in same location/classroom with same people as much as possible</p> <p>Provide virtual learning opportunities for students</p> <p>Depending on staff role and risk level, options may be explored to work in areas that limit interactions and/or to work remotely</p>	<p>CEO</p> <p>Director of Operations</p> <p>Program Directors</p> <p>Nurse</p>	<p>PPE</p> <p>Non-contact digital forehead thermometer</p>	<p>Y</p>

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>* Use of face coverings (masks or face shields) by all staff</p>	<p>Staff (and visitors) will wear face coverings when in the building</p> <p>Face coverings may be removed by staff to eat or drink during breaks or lunch but in those cases social distancing must be maintained</p> <p>Face shields will be available</p> <p>Disposable face masks will be available</p> <p>Staff should wear appropriate PPE based on specific interactions they are having with students</p>	<p>Staff (and visitors) will wear face coverings when in the building</p> <p>Face coverings may be removed by staff to eat or drink during breaks or lunch but in those cases social distancing must be maintained</p> <p>Face masks and face shields will be made available for staff</p> <p>Staff should wear appropriate PPE based on specific interactions they are having with students</p>	<p>Director of Operations</p> <p>Program Directors</p>	<p>Face shields/masks</p> <p>PPE</p>	<p>Y</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>Students will be encouraged though not required to wear face coverings due to sensory and behavioral considerations</p> <p>Any student able to wear a face covering will be encouraged to do so, team members will work with students who have difficulty to increase their ability to tolerate wearing a face covering</p> <p>Face shields will be available</p> <p>Disposable face masks will be available</p>	<p>Students will be encouraged though not required to wear face coverings due to sensory and behavioral considerations</p> <p>Any student able to wear a face covering will be encouraged to do so, team members will work with students who have difficulty to increase their ability to tolerate wearing a face covering</p> <p>Face shields will be available</p> <p>Disposable face masks will be available</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p>	<p>Face shields/masks</p> <p>Social stories on wearing masks/shields</p>	<p>Y</p>

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>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Increased cleaning/sanitizing/disinfecting of materials/building throughout school day</p> <p>Review/update (upon parent request) any medical/health plans for students with complex needs</p> <p><u>Behavior Intervention safety protocol (QBS Safety Care):</u> First responders to behavior crisis, involving physical management, not wearing appropriate PPE should be relieved by a staff in appropriate PPE as soon as possible (PPE including but not limited to; mask, gloves, goggles)</p> <p>One additional staff, in appropriate PPE, should monitor staff physically intervening for PPE needs/adjustments</p> <p>Dispose of or clean PPE immediately after physical intervention</p> <p>Staff should have a change of clothes available in case of contamination</p>	<p>Increased cleaning/sanitizing/disinfecting of materials/building throughout school day</p> <p>Review/update (upon parent request) any medical/health plans for students with complex needs</p> <p><u>Behavior Intervention safety protocol (QBS Safety Care):</u> First responders to behavior crisis, involving physical management, not wearing appropriate PPE should be relieved by a staff in appropriate PPE as soon as possible (PPE including but not limited to; mask, gloves, goggles)</p> <p>One additional staff, in appropriate PPE, should monitor staff physically intervening for PPE needs/adjustments</p> <p>Dispose of or clean PPE immediately after physical intervention</p> <p>Staff should have a change of clothes available in case of contamination</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p> <p>Nurse</p>	<p>Cleaning supplies</p> <p>PPE</p> <p>Change of clothing</p>	<p>Y</p>

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)
Strategic deployment of staff	<p>Staff will be trained to deliver in-person and virtual instruction to students</p> <p>Staff will report to work at assigned entry zone and report directly to classroom</p> <p>Support staff will remain in same classroom for full days whenever possible</p> <p>Behavior Analysts will remain with assigned case load of students whenever possible</p> <p>Therapists (Speech/OT/PT) will schedule across a max of 2 classrooms per day whenever possible</p> <p>Staff meetings will not exceed more than 25 people in-person</p> <p>Virtual meetings when possible</p> <p>Program administrators will conduct observations and building walk throughs, throughout the day, to ensure staff are maintaining safety protocols and social distancing</p>	<p>Staff will be trained to deliver in-person and virtual instruction to students</p> <p>Staff will report to work at assigned entry zone and report directly to classroom</p> <p>Support staff will remain in same classroom for full days whenever possible</p> <p>Behavior Analysts will remain with assigned case load of students whenever possible</p> <p>Therapists (Speech/OT/PT) will schedule across a max of 2 classrooms per day whenever possible</p> <p>Staff meetings in-person will be divided into groups when possible</p> <p>Virtual meetings when possible</p> <p>Program administrators will conduct observations and building walk throughs, throughout the day, to ensure staff are maintaining safety protocols and social distancing</p>	<p>Director of Operations</p> <p>Program Directors</p> <p>Classroom Teachers</p> <p>Behavior Analysts</p> <p>Paraprofessionals</p>	<p>Google Classroom</p> <p>Virtual meeting platform</p>	<p>Y</p>

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
COVID-19 Information/Prevention and Protection	All School Staff	Crystal Smulley, Director of Operations	Virtual/Online	<ul style="list-style-type: none"> - Handouts (CDC & DOH) - Safe Schools training website - Google Classroom 	July 6, 2020	Ongoing as needed
Guidance for Cleaning and Disinfecting	All School Staff	Crystal Smulley, Director of Operations	Virtual/Online	<ul style="list-style-type: none"> - Handouts (CDC, DOH, OSHA) - Safe Schools training website - Google Classroom 	July 16, 2020	Ongoing as needed
Maintaining a Safe School Environment (hand washing, social distancing, PPE, cleaning/disinfecting)	All School Staff	Crystal Smulley, Director of Operations	Virtual/Online	<ul style="list-style-type: none"> - Safe Schools training website - Resource video from "EducationAdmin WebAdvisor" 	July 16, 2020	Ongoing as needed

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
QBS Safety Care	All School Staff	Lauren Davison, Clinical Director	Small group	- QBS Safety care trainer and materials	July 10, 2020	Ongoing as needed
BCIU Summer Learning Series	Teachers	Trista Wood, Education Director	Virtual/Online	- Google Classroom	July 27, 2020	September 7, 2020
HLA Health & Safety Plan	Administrators	James Hogan, CEO & Misty Hogan, Manger/HR	In-Person	- Guidance/Resources from PA Dept of Ed, PA DOH, CDC - Handout of Plan	July 20, 2020	Updates as needed
HLA Health & Safety Plan	All School Staff	Program Administrators	Virtual/In-Person small group	- Handout of Plan - Power point presentation/summary of plan	July 30, 2020	Updates as needed
COVID-19 Vaccines: What You Need to Know	All School Staff	Crystal Smulley Director of Operations	Virtual/Online	- Safe Schools training website - Resource videos from "Health Action Alliance"	August 16, 2021	Ongoing as needed

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
Process for Symptom Screening/Monitoring (Health and Safety Plan)	All Stakeholders	Crystal Smulley, Director of Operations	Email/Website/One Call Now/Staff Training/Signage	July 29, 2020	Ongoing as needed
Hygiene Guidelines (Health and Safety Plan)	All Stakeholders	Crystal Smulley, Director of Operations	Email/Website/One Call Now/Staff Training/Signage	July 29, 2020	Ongoing as needed
Plan for Social Distancing (Health and Safety Plan)	All Stakeholders	Crystal Smulley, Director of Operations	Email/Website/One Call Now/Staff Training/Signage	July 29, 2020	Ongoing as needed
Plan for Cleaning/Disinfecting (Health and Safety Plan)	All Stakeholders	Crystal Smulley, Director of Operations	Email/Website/One Call Now/Staff Training/Signage	July 29, 2020	Ongoing as needed
Procedures for Quarantine/Isolation of Student/Staff (Health and Safety Plan)	All Stakeholders	Crystal Smulley, Director of Operations	Email/Website/One Call Now/Staff Training/Signage	July 29, 2020	Ongoing as needed
Scheduling and Health and Safety Updates/Modifications	All Stakeholders	Crystal Smulley, Director of Operations	Email/Website/One Call Now/Staff Training	July 29, 2020	Ongoing as needed

Health and Safety Plan Summary: Hogan Learning Academy (HLA)

Anticipated Launch Date: August 26, 2020

Launch Date: August 25, 2021 (Revised)

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ul style="list-style-type: none">• Building will be cleaned and disinfected by professional cleaning company prior to school reopening.• HLA has installed touchless hand sanitizers, towel dispensers, soap dispensers, toilet flushers and faucets in student restrooms.• HLA continues to be in contact with suppliers to increase supply of sanitizer, gloves, disinfectant wipes and EPA-registered disinfectant sprays.• Hand sanitizer stations installed in all classrooms, at entry ways and throughout the building.• Heating and cooling units/filters have been cleaned. Ceiling fans have been installed in all classrooms to increase air circulation. Air purifiers have been added to classrooms.• All school staff will be trained on cleaning/sanitizing/disinfecting and ventilation protocols. Training will be delivered through online resources and measured through post-training quiz and application observation during in-service days.• Cleaning/sanitizing/disinfecting schedules/assignments for high touch areas and resources (doorknobs, faucets, desks, tables, light switches, electronic devices, playground equipment, etc.) will be implemented by classroom/school staff throughout the school day. Restrooms to be

Requirement(s)	Strategies, Policies and Procedures
	<p>cleaned/sanitized on an hourly schedule by maintenance. Schedules will be signed off to indicate completion in order to ensure cleaning occurs consistently. Cleaning kits (gloves, sprays/wipes, towels) will be supplied to all classrooms and common areas to aid with cleaning throughout the school day.</p> <ul style="list-style-type: none"> • Professional cleaning company to perform cleaning and disinfecting (using electrostatic disinfecting spray) daily. The daily cleaning/disinfecting will occur after school hours when students and staff have left the building. • Informational signs will be hung at entrances and throughout the school to provide reminders and education on the importance of wearing masks, washing hands, hygiene, staying home when sick and maintaining social distance.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * 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 	<ul style="list-style-type: none"> • Desks will be organized 6 feet apart and will be facing the same direction or back to back when necessary to avoid face to face seating. Staff will utilize face shields/masks when in the building. Floor markers will be utilized to indicate appropriate spacing. Students will take breaks at individual desks or assigned area using their own materials whenever possible. Classroom break areas temporarily removed or closed off. Group tables are limited to a maximum of 3 students with plexiglass dividers between students and no face to face seating. • Students will stay grouped with assigned classroom throughout the school day. Staff will remain in one classroom with same student(s) for the full day whenever possible to limit the spread across staff and students within the group. When possible therapists will be limited to scheduling across 2 classrooms per day to limit interactions across multiple groups in a day.

Requirement(s)	Strategies, Policies and Procedures
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Communal spaces throughout the school building will be limited in use or temporarily closed off. Students and staff will eat lunch in the classrooms. A prepared lunch with ice pack or thermos is encouraged to avoid the need for communal use of appliances. Building schedules will be developed for use of communal areas that must be utilized (kitchen/laundry, vocational areas, copier, gym, playground climber). Communal spaces that must be used will be sanitized before/after each classroom use. • Outdoor space such as fields, play areas and seating areas will be utilized and encouraged during appropriate weather days. Playground climbing equipment may be used by small groups from same classroom with appropriate social distancing. Playground resources will be sanitized after each group use. • Students and staff will wash hands multiple times throughout the day, specifically upon arrival, after using the bathroom, after being outside and before/after lunch/snacks. Use of hand sanitizer will be encouraged throughout the day. • Student programs involving personal grooming and domestic skills such as, brushing teeth, face/hair washing, intensive toilet training programs and cleaning restrooms will be temporarily put on hold. • Community Based Instruction (CBI) opportunities may be limited due to visitor restrictions at cooperating facilities. • Transportation will be reviewed with students' home school district. Arrival/dismissal locations will be altered to allow more efficient check in upon arrival and greater social distancing within entrances/hallways. • Non-essential visitors will temporarily be restricted from entering the building. All meetings, including IEP meetings will occur through virtual method whenever possible. Educational professionals providing services to students will be permitted to enter the building; however,

Requirement(s)	Strategies, Policies and Procedures
	will be required to undergo screening and provide contact information. Mail/packages/deliveries will be retrieved at or left outside of front door.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> • All students (parents) and staff will conduct a COVID-19 self-monitoring assessment on-line (or paper copy if requested) daily before arriving to school. If self-assessment forms are not submitted, student/staff member will be unable to attend school for the day and sent home. Additionally, students/staff will be checked/monitored daily upon arrival at the school entry zone. • Parent/staff will submit electronic self-monitoring assessments through secure, online site (or send paper copy with the child on school bus). School Administration and Nurse will review the assessments prior to student/staff arrival. Upon arrival designated team member will conduct temperature check on all students/staff prior to entry into the building. • Students/staff will report to assigned designated school entry zone upon arrival for temperature check/screening. Any student/staff who has a temperature ≥ 100 or exhibits additional COVID-19 symptoms (cough, shortness of breath, rapid or difficulty breathing, chills, headache, muscle pain, diarrhea, vomiting, loss of taste and smell) will be sent home and will need clearance from their Health Care Provider prior to return. • Any student who arrives at school demonstrating symptoms (described above) or who begins demonstrating symptoms during the school day will need to be picked up immediately by parent/caregiver or designated person. Families must have backup plans in place to ensure a

Requirement(s)	Strategies, Policies and Procedures
	<p>prompt pick up of their child. Students will remain in an isolation area until parent/caregiver arrives.</p> <ul style="list-style-type: none"> • Staff member remaining with student in isolation area will be provided with additional personal protective equipment to wear while with the student (including, but not limited to; gown, shoe covers, mask, face shield, goggles and gloves). • Any staff member or visitor who demonstrates symptoms will be asked to leave school immediately. • If staff, student or other school community member becomes ill or has been exposed to an individual confirmed positive for COVID-19 they must follow up with their Health Care Provider and adhere to the guidance/protocols identified by CDC and PA DOH and submit a HCP clearance note as needed. • The Pandemic Coordinator(s), in conjunction with the Nurse and program directors will be responsible for making decisions regarding quarantine or isolation requirements of students and staff. Coordinators or Nurse will contact Department of Health for guidance related to quarantine, self-isolation at home and testing for COVID-19. This information will be communicated to sick individuals. • All areas used by the person who is sick or has been exposed will be isolated, cleaned and disinfected following the CDC guidelines for cleaning. Depending on level of exposure, the building may need to be closed for a period to allow for proper disinfection. • HLA will follow the guidelines put forth by the CDC for discontinuing home isolation/return to school/work: <ul style="list-style-type: none"> ○ Confirmed COVID-19 <u>with</u> symptoms- student/staff can return to school/work when: At least 10 days have passed since symptom onset AND At least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND

Requirement(s)	Strategies, Policies and Procedures
	<p>other symptoms have improved AND with a Health Care Provider's note as needed.</p> <ul style="list-style-type: none"> ○ Confirmed COVID-19 <u>without</u> symptoms- if no symptoms arise: student/staff can return to school/work 10 days after the date of the first positive test AND with a Health Care Provider's note as needed. ● Any student who is unable or unwilling to return to school in person will be provided a virtual learning platform. ● Any staff who is unable or unwilling to return after COVID-19 illness will notify Director of Operations. Options that comply with state and federal regulations will be explored with Human Resources. ● Director of Operations or program directors, via school communication systems, will notify families as soon as possible regarding possible/confirmed cases and follow up steps needed. CEO or Director of Operations will communicate any changes to the Health and Safety Plan. ● Staff/Student who travel to an area with travel restrictions will adhere to guidance as identified by PA DOH or CDC. ● All school staff will be trained on protocol for monitoring and recognizing symptoms of COVID-19.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) 	<ul style="list-style-type: none"> ● Any student able to wear a face covering will be encouraged to do so during transitions or in instances when social distancing is not possible; however no student will be required to wear a face covering in order to attend school daily due to unique sensory and behavioral needs. Our team will work with students and families to increase tolerance and ability to wear face coverings. ● All staff, visitors and contractors will be required to wear a face covering (mask or face shield) in all common areas

Requirement(s)	Strategies, Policies and Procedures
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>and/or shared spaces where other employees, students or members of the public are present. As per the Secretary's order, the following are exceptions to the face covering requirements:</p> <ul style="list-style-type: none"> ○ Individuals who cannot wear a mask due to a medical condition ○ Individuals for who wearing a mask while working would create an unsafe condition ○ Individuals who would be unable to remove a mask without assistance ○ Individuals who are communicating with someone who is hearing-impaired or has a disability, where the ability to see the mouth is essential for communication <ul style="list-style-type: none"> ● Staff should wear appropriate PPE based on specific interactions with students. ● Students who are at high risk for severe illness will have the option to participate in virtual learning opportunities until able to return safely to school in-person. ● As appropriate and applicable, Human Resources and program directors will work with staff members who are at high risk for severe illness to make accommodations. ● Ongoing hiring/training will occur to ensure coverage. ● All staff will continue professional development to ensure all students have access to quality learning opportunities whether in the physical school building or through virtual/distance learning platform. Support staff members are assigned to designated classrooms and will remain with class for the full day whenever possible. Behavior Analysts will remain with assigned case load of students whenever possible.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Hogan Learning Academy** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 28, 2020 and August 20, 2021 (Revised)**

The plan was approved by a vote of:

Yes

No

Affirmed on: **July 28, 2020**

Affirmed on: **August 20, 2021 (Revised)**

By: James R. Hogan, CEO

(Signature of Board President)*

(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.