

# CAI Learning Academy

## HEALTH & SAFETY

### PLAN

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# EXECUTIVE SUMMARY

## Health and Safety Plan: A Response to COVID-19

The CAI Learning Academy (CAILA) Health and Safety Plan outlines our school's instructional and non-instructional school reopening activities for the 2020-2021 school year. The plan will be monitored, revised, and updated throughout the school year until normal operations can safely resume. As decision makers, we are 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 enact safety and disease mitigation protocols for COVID-19 using a coherent community-wide approach to the reopening of our school in the Spring of 2021.

The action plan contained here within, with its associated policies and procedures, established by CAILA reflect the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools. The action plan identifies a detailed summary describing the key strategies, policies, and procedures CAI Learning Academy will employ to make our best efforts to facilitate a healthy and safe environment conducive to student learning and employee well-being. The information below provides key information that employees, students, and families will be required to sign off on demonstrating their understanding of CAI Learning Academy's local plan for the phased reopening to students.

All CAI Learning Academy activities will continue to be informed by [Governor Wolf's Process to Reopen Pennsylvania](#) as well as CDC, DOH, and PDE guidelines for resuming in-person instruction. As guidance from the local CDC and DOH changes, so may the parameters outlined in this plan. Updates will be communicated in a timely manner and directly to parents and guardians of CAILA students via email and ClassDojo. Additionally, all updates will be formally posted on our school website.

## Types of Reopening

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

(SELECT ONE BOX BELOW)

**Total reopening for all students and employee** (but some students/families may opt for distance learning out of safety/health concern).

**Scaffolded reopening:** Some students are engaged in in-person learning, while others are distance learning (Students will be broken into two groups and split their time between in-person and virtual learning models).

**Blended reopening:** 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): April 6, 2021**

## Pandemic Coordinator/Team

Individual(s)	Stakeholder Group	Title	Pandemic Team Roles and Responsibilities
Jessica Devlin, M.Ed.	CAILA	Director of Education	Co-Pandemic Coordinator
Jill Rothenberger, M.Ed.	CAILA	Dean of Students	Co-Pandemic Coordinator
Tony Salvaggio	CAI	CAILA Board President	Pandemic Crisis Response Team
Renee Stephens	CAI	Director of Philanthropy	Pandemic Crisis Response Team
Mildred Konrath	CAILA	Office Administrator	Pandemic Crisis Response Team
Jane Fehnel, R.N.	CAILA	School Nurse	Pandemic Crisis Response Team
George Sheaffer	CAILA	Support Staff: Maintenance	Pandemic Crisis Response Team
Maria Blanco	CAILA	Support Staff: Custodian	Pandemic Crisis Response Team
Lisa Davis	CAI	Director of HR	Pandemic Crisis Response Team
Dr. Joseph Bognet	Bognet Medical Associates	Medical Liaison	Pandemic Crisis Response Team

# 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 employee and students; or

**Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive cases.

## Roles and Responsibilities for Health and Safety Preparedness and Response Planning

- Prevent accidents, injuries and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by employees.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations for the Department of Health (DOH) and Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by employees.
- Create a Health and Safety Plan and ensure it's regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials. It's their responsibility.
- Ensure that each employee is aware of and adheres to the Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards if required.
- Provide training to all employees in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any employee who has a query or concern regarding the health and safety of the workplace.
- Work closely with management, as well as health and safety inspectors.

# DECISION TREE

CAI Learning Academy’s Path to Reopening our school not only provides considerations for school leaders as they develop plans for restarting school this fall, but provides a flexible framework to address challenges that may develop throughout the 2020-2021 school year as we move from virtual learning to in-person learning. Instead of a one-size-fits-all approach, the Decision Tree listed below provides instructional models and responses our school can adopt to ensure the continued success and safety of students and employee members. As per PDE, the final decision on the instructional model selected remains a local decision, unless additional orders or guidance is provided by the DOH and/or PDE based on community spread of COVID-19.

Level of Community Spread (as determined by state and local health officials)	Red Phase Substantial Community Transmission	Yellow Phase Minimal/Moderate Community Transmission	Green Phase Low/No Community Transmission
	↓	↓	↓
Instructional Model (as determined by CAILA based on PDE Guidelines)	<i>K - 5 Full Remote Learning Model</i>	<i>K - 5 Full Remote Learning Model</i>	<i>K - 5 Full In-Person Learning Model or Full Remote Learning Model</i>
	↓	↓	↓
Response (as determined by CAILA in partnership with local departments of public health and community stakeholders)	<p><b>*Facilities Closed*</b></p> <p><i>Isolate and disinfect all areas prior to closing.</i></p>	<p><b>Facilities Open to Staff Only</b></p> <p><i>Implement restricted schedules; Implement more intensive mitigation strategies; implement additional restrictions to encourage enhanced social distancing</i></p> <p><i>(*If confirmed case of COVID-19 in school building see Targeted Closure)</i></p>	<p><b>Facilities Open to Staff &amp; Students</b></p> <p><i>Implement mitigation strategies; implement additional restrictions to encourage enhanced social distancing</i></p> <p><i>(*If confirmed case of COVID-19 in school building see Targeted Closure)</i></p>
Building Access (as determined by CAILA based on state and local health official recommendations)	<p>School is closed to all employees and students.</p> <p>School-based child care is closed.</p> <p>Employees may not enter the facility without prior authorization from Administration.</p>	<p>School is open to employees and approved vendors.</p> <p>School-based child care is open for children of employees only.</p> <p>Employees may enter the facility during designated times established by the Administration.</p>	<p>School is open to employees, students, and approved vendors.</p> <p>School-based child care is open for children of employees only.</p> <p>Building access restricted for parents and visitors unless deemed necessary.</p>



# Key Strategies, Policies, and Procedures

The following strategies, policies, and procedures will outline the steps necessary when operating in a Yellow or Green Phase. In the event that Lehigh County is moved back into a Red Phase, the building will be cleaned, sanitized, and disinfected per CDC guidelines upon restricting access to the building. Only key administrative personnel and janitorial employees will be allowed onsite to ensure the proper cleaning of the building during a Red Phase. All learning will be conducted virtually until the County is moved back into the Yellow or Green Phase.

## Topics to be Addressed In the Action Plan:

- Identification of a "pandemic coordinator" and/or "pandemic team" with defined roles and responsibilities for health and safety preparedness and response planning;
- Steps to protect children and employee at higher risk for severe illness;
- Steps to take in relation to isolation or quarantine when a employee member, child or visitor becomes sick or demonstrates a history of exposure;
- Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs;
- Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces;
- Procedures for the safe use of cafeterias and other congregate settings;
- Protocols for sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes (guidance for organized school sports will be published separately);
- Schedules for training all faculty and employees on the implementation of the Health and Safety Plan.
- System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home.

## Each Health and Safety Plan may also include the following to the extent possible:

- Guidelines for hygiene practices for students and employees;
- Guidelines on the use of face coverings (masks or face shields) by employee and students;
- Protocols for classroom/learning space occupancy that allow for a minimum of 3 feet of separation among students and employee throughout the day when appropriate;
- Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students;
- Methods of staggering the use of communal spaces and hallways and ensuring regular cleaning;
- Procedures to limit the sharing of materials among students;
- Processes for identifying and restricting non-essential visitors and volunteers;
- Protocols for adjusting transportation schedules and practices to create social distance between students; and
- Processes to communicate and coordinate with local child care regarding on site care, transportation protocol changes, and when possible, revised hours of operation or modified school-year calendars.

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources / Supports Needed
<b>Prevention Practices: Cleaning, Sanitizing, Disinfecting, &amp; Ventilation</b>		
<p><b>Prevention Practices:</b> Use social media and the school website to share information and resources with parents, students, and employees about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.</p> <p><b>Cleaning, Sanitizing, Disinfecting, and Ventilation Overview:</b> Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC and DOH guidelines.</p> <p>EPA approved products will be used in accordance with labeling requirements and employees will be trained on how to appropriately use these products.</p> <p>All high-touch surfaces will be disinfected regularly including door handles and light switches. All individuals in the school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas and classrooms where sinks for handwashing are not available as long as it's feasible to obtain hand sanitizer.</p> <p><b>Custodian Responsibilities</b></p> <ul style="list-style-type: none"> <li>→ Continue everyday responsibilities and tasks, including, but not limited to: <ul style="list-style-type: none"> <li>→ vacuum</li> <li>→ dry mopping</li> <li>→ wet mopping with disinfectant</li> </ul> </li> <li>→ Clean excessively touched items throughout the day <ul style="list-style-type: none"> <li>→ door knobs</li> <li>→ light switches</li> <li>→ phones</li> <li>→ hand railings</li> <li>→ light switches</li> <li>→ printer/copiers</li> <li>→ disinfect toilets, urinals, sinks, paper and soap dispensers and partitions</li> <li>→ disinfect chairs, desks, tables, doors, door frames, counters, refrigerators, microwaves</li> </ul> </li> </ul>	<p><b>Prevention Practices:</b> Use social media and the school website to share information and resources with parents, students, and employees about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.</p> <p><b>Cleaning, Sanitizing, Disinfecting, and Ventilation Overview:</b> Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC and DOH guidelines.</p> <p>EPA approved products will be used in accordance with labeling requirements and employees will be trained on how to appropriately use these products.</p> <p>All high-touch surfaces will be disinfected regularly including door handles and light switches. All individuals in the school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas and classrooms where sinks for handwashing are not available as long as it's feasible to obtain hand sanitizer.</p> <p><b>Custodian Responsibilities</b></p> <ul style="list-style-type: none"> <li>→ Continue everyday responsibilities and tasks, including, but not limited to: <ul style="list-style-type: none"> <li>→ vacuum</li> <li>→ dry mopping</li> <li>→ wet mopping with disinfectant</li> </ul> </li> <li>→ Clean excessively touched items throughout the day <ul style="list-style-type: none"> <li>→ door knobs</li> <li>→ light switches</li> <li>→ phones</li> <li>→ hand railings</li> <li>→ light switches</li> <li>→ printer/copiers</li> <li>→ disinfect toilets, urinals, sinks, paper and soap dispensers and partitions</li> <li>→ disinfect chairs, desks, tables, doors, door frames, counters, refrigerators, microwaves</li> </ul> </li> </ul>	<p><b>CDC Hand Hygiene:</b> <a href="https://www.cdc.gov/handwashing/when-how-handwashing.html">https://www.cdc.gov/handwashing/when-how-handwashing.html</a></p> <p><b>CDC Disinfecting Your Facility:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a></p>

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Prevention Practices: Cleaning, Sanitizing, Disinfecting, &amp; Ventilation</b>		
<ul style="list-style-type: none"> <li>→ To the extent possible, restrooms will be cleaned midday and end of day (using the proper PPE)</li> <li>→ Any dirty surfaces will be washed with soap and water before disinfecting</li> <li>→ Water fountains will be disabled</li> <li>→ Sodium hypochlorite (Clorox) will be utilized as long as it is available to disinfect and sanitize all surfaces.</li> </ul> <p><b>Custodial/Maintenance PPE</b></p> <ul style="list-style-type: none"> <li>→ Maintenance and custodial employees will be required to wear proper PPE for each daily task</li> <li>→ All employees will receive training on how to properly apply and remove PPE</li> <li>→ Gloves will be changed frequently throughout the work day</li> <li>→ Areas or surfaces should first be cleaned with soap and water</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>→ Windows will be opened regularly to increase air circulation</li> <li>→ Window A/C unit air filter cleanings and changes will remain on the same schedule</li> </ul>	<ul style="list-style-type: none"> <li>→ To the extent possible, restrooms will be cleaned midday and end of day (using the proper PPE)</li> <li>→ Any dirty surfaces will be washed with soap and water before disinfecting</li> <li>→ Water fountains will be disabled</li> <li>→ Nurses suites will be sanitized daily and between students and employees entering the space</li> <li>→ Sodium hypochlorite (Clorox) will be utilized as long as it is available to disinfect and sanitize all surfaces.</li> </ul> <p><b>Custodial/Maintenance PPE</b></p> <ul style="list-style-type: none"> <li>→ Maintenance and custodial employees will be required to wear proper PPE for each daily task</li> <li>→ All employees will receive training on how to properly apply and remove PPE</li> <li>→ Gloves will be changed frequently throughout the work day</li> <li>→ Areas or surfaces should first be cleaned with soap and water</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>→ Windows will be opened regularly to increase air circulation</li> <li>→ Window A/C unit air filter cleanings and changes will remain on the same schedule</li> </ul>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Social Distancing &amp; Other Safety Protocols (Personal Hygiene, Signage, &amp; PPE)</b>		
<p><b>Communication of Prevention Practices</b> Use social media (Facebook &amp; Instagram) and the school website to share information and resources with parents, students, and employees about COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols.</p> <p><b>Personal Hygiene</b> Hygiene practices for employees including the manner and frequency of hand-washing and other best practices will be on display throughout common spaces and restrooms.</p> <p>Employees are expected to adhere to hygiene practices set forth by the CDC and DOH.</p> <p>Personal Protective Equipment will be utilized by employees in accordance with school protocol.</p> <p>Hand soap and hand sanitizer will be provided with at least 60% alcohol and paper towels in all bathrooms, classrooms, and frequently trafficked areas, as long as it's feasible to obtain hand sanitizer.</p> <p><b>Signage</b> Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.</p> <p>Signage will be posted at entrances, classrooms, bathrooms, and throughout the facility.</p> <p><b>Communal Water Sources</b> No communal use of water fountains. Water bottle fillers and water coolers may only be used with one-time use disposable cups.</p> <p>Employees are encouraged to bring their own filled water bottles from home.</p>	<p><b>Communication of Prevention Practices</b> Use social media (Facebook &amp; Instagram) and the school website to share information and resources with parents, students, and employees about COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols.</p> <p><b>Personal Hygiene</b> Hygiene practices for employee and students including the manner and frequency of hand-washing and other best practices will be on display throughout common spaces, restrooms, and the cafeteria.</p> <p>Staff and students are expected to adhere to hygiene practices set forth by the CDC and DOH.</p> <p>Personal Protective Equipment will be utilized by employee and students in accordance with school protocol.</p> <p>Hand soap and hand sanitizer will be provided with at least 60% alcohol and paper towels in all bathrooms, classrooms, the cafeteria, and frequently trafficked areas, as long as it's feasible to obtain hand sanitizer.</p> <p><b>Signage</b> Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.</p> <p>Signage will be posted at entrances, classrooms, bathrooms, and throughout the facility.</p> <p><b>Communal Water Sources</b> No communal use of water fountains. Water bottle fillers and water coolers may only be used with one-time use disposable cups.</p> <p>Employees and students are encouraged to bring their own filled water bottles from home.</p>	<p><b>CDC Protect Yourself:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a></p> <p><b>CDC Symptoms:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p> <p><b>CDC COVID-19 and Children:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children">https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children</a></p> <p><b>CDC Communication Resources:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html">https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</a></p>

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Social Distancing &amp; Other Safety Protocols (Personal Hygiene, Signage, &amp; PPE)</b>		
<p><b>Classroom Doors</b> Whenever safe and feasible, classroom doors will be propped open to minimize contact with door handles.</p>	<p><b>Classroom Doors</b> Whenever safe and feasible, classroom doors will be propped open to minimize contact with door handles.</p> <p><b>Classroom Materials</b> Limit the sharing of materials among students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected according to school protocols after each use whenever possible.</p>	
<b>Entering the Building</b>		
<p>School buildings are closed to in-person learning. No students will be allowed onsite.</p> <p><b>Employees</b> Employees are allowed onsite on a staggered schedule to reduce the number of people in the building at once.</p> <p>Meetings on site will be restricted to limit exposure. Employees are to utilize approved virtual meeting platforms to provide instruction to students and to virtually attend outside meetings and as many internal meetings as feasible. Examples include, but are not limited to, faculty meetings, team meetings, professional development, parent/guardian meetings, and IEP meetings.</p> <p><b>Symptom screening</b> All school employees will perform a symptom screening on themselves prior to leaving for work, and will stay home if ill.</p> <p>Symptoms may include (but not limited to):</p> <ul style="list-style-type: none"> <li>→ Fever or chills (100 or higher)</li> <li>→ Cough</li> <li>→ Shortness of breath or difficulty breathing</li> </ul>	<p>School buildings are open to in-person learning. Students are allowed onsite during regularly scheduled instructional days only.</p> <p><b>Employees</b> All employees are allowed onsite during normal operational hours.</p> <p>Meetings on site will be restricted to limit exposure. Employees are to utilize approved virtual meeting platforms to virtually attend outside meetings as feasible. Examples include, but are not limited to, professional development, parent/guardian meetings, and IEP meetings.</p> <p><b>Symptom screening</b> All school employees will perform a symptom screening on themselves prior to leaving for work, and will stay home if ill.</p> <p>Symptoms may include (but not limited to):</p> <ul style="list-style-type: none"> <li>→ Fever or chills (100 or higher)</li> <li>→ Cough</li> <li>→ Shortness of breath or difficulty breathing</li> <li>→ Muscle aches</li> <li>→ Headache</li> </ul>	<p><b>CDC Prevent the Spread:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf</a></p>

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Entering the Building</b>		
<ul style="list-style-type: none"> <li>→ Muscle aches</li> <li>→ Headache</li> <li>→ New loss of taste or smell</li> <li>→ Sore throat</li> <li>→ Diarrhea</li> </ul> <p>If an employee is sick or thinks he/she is sick with the COVID-19 virus, the student/employee must stay at home and contact their physician or appropriate healthcare professional for further directions. (virtual COVID-19 appointments can be made at <a href="https://www.slnh.org/virtualvisits">https://www.slnh.org/virtualvisits</a>)</p> <p>It is essential that the employee or student takes steps to help prevent the spread of the virus in the school and community. Employees and students will be educated on identifying signs and symptoms of COVID-19 and signage will be posted around school.</p> <p><b>Face coverings - Employees</b> Face coverings (including face shields or face masks) are required for ALL employees. Face coverings must remain on the employee until he/she enters their classroom. Only if the employee is alone and isolated in their classroom may they remove their face covering. Face coverings must remain on if other employees are working in the same space and if the employee leaves their classroom for any reason.</p> <p><b>Deliveries</b> Vendors, USPS, and all shipping carriers will be required to wear face coverings when entering the building. To the extent possible, CAILA will encourage items be placed outside the entrance doors so as to limit the number of people entering the building. All outgoing mail will be placed in a USPS mail bin inside the entryway. If there is no outgoing mail, a mailbox has been placed outside the entryway for USPS to place regular sized mail.</p>	<ul style="list-style-type: none"> <li>→ New loss of taste or smell</li> <li>→ Sore throat</li> <li>→ Diarrhea</li> </ul> <p>If an employee is sick or thinks he/she is sick with the COVID-19 virus, the student/employee must stay at home and contact their physician or appropriate healthcare professional for further directions. (virtual COVID-19 appointments can be made at <a href="https://www.slnh.org/virtualvisits">https://www.slnh.org/virtualvisits</a>)</p> <p>It is essential that the employee or student takes steps to help prevent the spread of the virus in the school and community. Employees and students will be educated on identifying signs and symptoms of COVID-19 and signage will be posted around school.</p> <p><b>Face coverings - Employees</b> Face coverings (including face shields or face masks) are required for ALL employees. Face coverings must remain on the employee until he/she enters their classroom. Only if the employee is alone and isolated in their classroom may they remove their face covering. Face coverings must remain on if other employees are working in the same space and if the employee leaves their classroom for any reason.</p> <p><b>Students</b> Students will exit busses, daycare vans, and cars one at a time to allow for staggered entry into the building. Upon entry, students will immediately proceed to their homeroom classrooms. Students who participate in the Free and Reduced Breakfast Program will report to the auditorium to eat their breakfast prior to reporting to their classroom.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Entering the Building</b>		
<p><b>Visitors/Volunteers</b> There will be no authorized visitors/volunteers while the county is in the yellow phase.</p> <p><b>Signage</b> Signage will be posted in entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols.</p> <p><b>Sanitizing Stations</b> Hand sanitizer will be provided to all employees prior to entering the building as long as it's feasible to obtain hand sanitizer.</p> <p>Employees are expected to sanitizer their hands upon entry into the building.</p>	<p><b>Face coverings - students</b> Face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, are required for students at all times, even when six feet of social distancing can be achieved unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p>Face coverings must remain on the student at all times in public spaces, including the classroom, unless directed by the classroom teacher to remove them for snack. During snack and water breaks, students must remain at their desk for the entirety of the break.</p> <p>Students with documented health conditions and an appropriate doctor's note, must wear a mask while in public spaces, such as the hallway, bathroom, and lunchroom, however, they may replace their mask with a school-issued face shield once seated at their desk in their classroom. Students who require the use of a face shield while in the classroom will also have a shield installed around their desk for added protection.</p> <p><b>Student exit</b> Students will be released in a staggered manner as determined by administration.</p> <p><b>Deliveries</b> Vendors, USPS, and all shipping carriers will be required to wear face coverings when entering the building. To the extent possible, CAILA will encourage items be placed outside the entrance doors so as to limit the number of people entering the building. All outgoing mail will be placed in a USPS mail bin inside the entryway. If there is no outgoing mail, a mailbox</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Entering the Building</b>		
	<p>has been placed outside the entryway for USPS to place regular sized mail.</p> <p><b>Visitors/Volunteers</b> Once authorized visitors/volunteers are allowed in the building, face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, will be required for all visitors entering the building and while visiting the building.</p> <p><b>Signage</b> Signage will be posted in entrances and hallways to communicate how to stop the spread, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school specific protocols.</p> <p><b>Sanitizing Stations</b> Hand sanitizer will be provided to all employees, students, and visitors prior to entering the building as long as it's feasible to obtain hand sanitizer.</p> <p>Employees, students, and visitors are expected to sanitize their hands upon entry into the building.</p>	
<b>Monitoring Employee and Student Health</b>		
<p>All employees will be required to complete an Attestation Form prior to returning to the building.</p> <p>Screening for signs and symptoms of COVID-19 for employees are to occur daily prior to entry into the school building and will be the responsibility of the employee and each student's parent/guardian.</p> <p>An employee should remain home if she/he has symptoms of COVID-19, which may include, but are not limited to:</p> <p style="padding-left: 20px;">→ Fever or chills (100 or higher)</p>	<p>All employees will be required to complete an Attestation Form prior to returning to the building.</p> <p>All parents/guardians will be required to complete an Attestation Form on behalf of their child(ren).</p> <p>Screening for signs and symptoms of COVID-19 for employees and students are to occur daily prior to entry into the school building and will be the responsibility of the employee and each student's parent/guardian.</p>	



Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Monitoring Employee and Student Health</b>		
<ul style="list-style-type: none"> <li>→ Cough</li> <li>→ Shortness of breath or difficulty breathing</li> <li>→ Muscle aches</li> <li>→ Headache</li> <li>→ New loss of taste or smell</li> <li>→ Sore throat</li> <li>→ Diarrhea</li> </ul> <p>If an employee is sick or thinks she/he is sick with the COVID-19 virus, the employee must stay at home. It is essential that the employee takes steps to help prevent the spread of the virus in the school and community.</p> <p>If an employee becomes symptomatic in the school setting, she/he will be asked to leave school immediately and contact their physician or appropriate healthcare professional for further directions.</p> <p>Employees who become symptomatic, test positive, or have been in contact with someone who has tested positive for the COVID-19 virus, will be referred to the Director of Education for COVID-19 procedures including return to work procedures and use of COVID-19 approved sick time for extended absences.</p> <p><b>Negative Test for COVID-19</b> If an employee tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and she/he has been symptom free for at least 24 hours.</p> <p><b>Positive Test for COVID-19 (asymptomatic or symptomatic)</b> If an employee receives a positive test result for COVID-19, she/he cannot return to school until they have been isolated at home for at least 10 days after the date on which they received the positive test result AND are fever free for 24 hours without the use of fever-reducing medicine.</p>	<p>An employee or student should remain home if she/he has symptoms of COVID-19, which may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>→ Fever or chills (100 or higher)</li> <li>→ Cough</li> <li>→ Shortness of breath or difficulty breathing</li> <li>→ Muscle aches</li> <li>→ Headache</li> <li>→ New loss of taste or smell</li> <li>→ Sore throat</li> <li>→ Diarrhea</li> </ul> <p>If an employee or student is sick or thinks she/he is sick with the COVID-19 virus, the employee or student must stay at home. It is essential that the employee or student takes steps to help prevent the spread of the virus in the school and community.</p> <p>If an employee or student becomes symptomatic in the school setting, every effort will be made to isolate the symptomatic individual from others, the student's parent/guardian will be contacted, and arrangements will be made for the student to be picked up immediately. Symptomatic individuals will be asked to contact their physician or appropriate healthcare professional for further directions.</p> <p>Employees who become symptomatic, test positive, or have been in contact with someone who has tested positive for the COVID-19 virus, will be referred to the Director of Education for COVID-19 procedures including return to work procedures and use of COVID-19 approved sick time for extended absences.</p> <p>If an employee or student becomes symptomatic while at school, every effort will be made to isolate the symptomatic individual from others, the student's parent/guardian will be contacted, and arrangements will be made for the student to be picked up immediately. Symptomatic individuals will be asked to contact their physician or appropriate healthcare professional for further directions.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Monitoring Employee and Student Health</b>		
<p><b>Close contact or household member of someone infected with COVID-19</b></p> <p><b>CDC’s Definition of Close Contact -</b>  <i>“Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period.”</i></p> <p>Close contact may also include proximity with an infected person for less than 15 minutes in certain circumstances as defined by the CDC.</p> <p>Employees who have been determined to be a close contact of someone infected with COVID-19 must quarantine at home for 10 days AFTER the exposure to the close contact. The quarantine period can be shortened to 7 days if tested on or after 5 days of exposure are asymptomatic and receive a negative result.</p> <p><b>Definition of a Household Member -</b>  Someone residing part-time (a few days per week or month) or full-time (7 days per week) in the same home as an infected individual.</p> <p>Employees who have been determined to be a household member of someone infected with COVID-19 must quarantine at home during the household member’s isolation plus at least 7-10 days AFTER the infected household member is released from isolation.</p> <p><b>Travel Quarantines</b>  Employees must stay at home in accordance with any <u>travel quarantine orders issued by the Governor of PA.</u></p> <p><b>Positive Test for COVID-19 (asymptomatic or symptomatic):</b></p> <p>If an employee or student receives a positive test result for COVID-19, she/he cannot return to school until they have been isolated at home for at least 10 days after the date on which they</p>	<p><b>Negative Test for COVID-19</b>  If an employee or student tests negative for COVID-19, the individual can return to school once there is no fever for at least 24 hours without the use of fever-reducing medicine and she/he has been symptom free for at least 24 hours.</p> <p><b>Positive Test for COVID-19 (asymptomatic or symptomatic)</b>  If an employee or student receives a positive test result for COVID-19, she/he cannot return to school until they have been isolated at home for at least 10 days after the date on which they received the positive test result AND are fever free for 24 hours without the use of fever-reducing medicine.</p> <p><b>Close contact or household member of someone infected with COVID-19</b></p> <p><b>CDC’s Definition of Close Contact -</b>  <i>“Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period.”</i></p> <p>Close contact may also include proximity with an infected person for less than 15 minutes in certain circumstances as defined by the CDC.</p> <p>Employees and students who have been determined to be a close contact of someone infected with COVID-19 must quarantine at home for 10 days AFTER the exposure to the close contact. The quarantine period can be shortened to 7 days if tested on or after 5 days of exposure are asymptomatic and receive a negative result.</p> <p><b>Definition of a Household Member -</b>  Someone residing part-time (a few days per week or month) or full-time (7 days per week) in the same home as an infected individual.</p> <p>Employees or students who have been determined to be a household member of someone infected with COVID-19 must quarantine at home during the household member’s isolation plus</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Monitoring Employee and Student Health</b>		
<p>received the positive test result AND are fever free for 24 hours without the use of fever-reducing medicine.</p>	<p>at least 7-10 days AFTER the infected household member is released from isolation.</p> <p><b>Travel Quarantines</b> Employees and students must stay at home in accordance with any <u>travel quarantine orders issued by the Governor of PA</u>.</p> <p>The Director of Education and the School Nurse will maintain frequent contact with the DOH to assist in the identification of close contacts of confirmed COVID-19 cases and to obtain the DOH's recommendations for notifications, exclusions, and closures.</p> <p>Classroom instruction for quarantined/isolated students will move to a 100% remote instruction model.</p> <p><b>Positive Test for COVID-19 (asymptomatic or symptomatic):</b></p> <p>If an employee or student receives a positive test result for COVID-19, she/he cannot return to school until they have been isolated at home for at least 10 days after the date on which they received the positive test result AND are fever free for 24 hours without the use of fever-reducing medicine.</p>	
<b>Healthy Hygiene Practices</b>		
<p>School buildings are closed to in-person learning.</p> <p>All employees will be encouraged to utilize hand sanitizer upon entry into the building and when exiting the building as long as it's feasible to obtain hand sanitizer.</p> <p>Frequent hand washing and/or sanitizing will be encouraged with employees (e.g., entry into building, entry into classroom, before exiting classroom, before and after eating, after coughing,</p>	<p>All employees and students will be encouraged to utilize hand sanitizer upon entry into the building and when exiting the building as long as it's feasible to obtain hand sanitizer.</p> <p>Frequent hand washing and/or sanitizing will be encouraged with students and employees (e.g., entry into building, entry into classroom, before exiting classroom, before and after eating, before and after PE/recess, after coughing, sneezing, blowing nose, entry into bathroom, before exiting bathroom, before and after touching face masks).</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Healthy Hygiene Practices</b>		
<p>sneezing, blowing nose, entry into bathroom, before exiting bathroom, before and after touching face masks).</p> <p>Each classroom will be provided with the appropriate disinfectants so long as they are feasible to obtain.</p> <p><b>Face Coverings - Employees</b> All employees will be required to wear face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, at all times unless doing so jeopardizes the health of the employee as outlined in the exceptions of the Order of the Secretary of DOH Regarding Universal Face Coverings. Per the order, employees may remove face coverings if working alone, as defined in the Order of the Secretary of the DOH regarding Universal Face Coverings.</p>	<p>CAILA will request students bring individual bottles of hand sanitizer to keep on their desk or in a backpack. If they are unable to provide their own hand sanitizer will be made available to them as long as it's feasible to obtain hand sanitizer.</p> <p>Each classroom will be provided with the appropriate disinfectants so long as they are feasible to obtain.</p> <p><b>Face Coverings - Employees</b> All employees will be required to wear face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, at all times unless doing so jeopardizes the health of the employee as outlined in the exceptions of the Order of the Secretary of DOH Regarding Universal Face Coverings. Per the order, employees may remove face coverings if working alone, as defined in the Order of the Secretary of the DOH regarding Universal Face Coverings.</p> <p><b>Face Coverings - Students</b> While in the classroom, face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, are required for students at all times, even when six feet of social distancing can be achieved unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p>	
<b>Onsite Personnel &amp; Contact with School Families</b>		
<p>School buildings are closed to in-person learning.</p>	<p>School buildings are open to in-person learning.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Onsite Personnel &amp; Contact with School Families</b>		
<p><b>Employees</b> Employees are allowed onsite on a staggered schedule to reduce the number of people in the building at once.</p> <p><b>Substitute Staff</b> Must adhere to the same policies and standard of notification and screening as an employee.</p> <p><b>Student Teachers</b> Student teachers will be allowed on a limited basis and must adhere to the same policies and procedures as employees of CAILA and those identified by their sending college or university. Failure to comply will result in immediate dismissal from their student teaching placement. Supervisors will be encouraged to monitor their student teachers virtually. However, when absolutely necessary and with prior arrangements, supervisors will be allowed on site.</p> <p><b>County or Local Officials (e.g., Police, Children &amp; Youth, Probation Officers)</b> All county and local officials will be encouraged to conduct meetings utilizing a virtual meeting platform. Should an on site meeting be required, all individuals must adhere to the same policies and standard of notification and screening as an employee.</p>	<p><b>Employees</b> All employees are allowed onsite during normal operational hours.</p> <p><b>Substitute Staff</b> Must adhere to the same policies and standard of notification and screening as an employee.</p> <p><b>Student Teachers</b> Student teachers will be allowed on a limited basis and must adhere to the same policies and procedures as employees of CAILA and those identified by their sending college or university. Failure to comply will result in immediate dismissal from their student teaching placement. Supervisors will be encouraged to monitor their student teachers virtually. However, when absolutely necessary and with prior arrangements, supervisors will be allowed on site.</p> <p><b>County or Local Officials (e.g., Police, Children &amp; Youth, Probation Officers)</b> Must adhere to the same policies and standard of notification and screening as an employee.</p> <p><b>Agency representatives [e.g., Behavior Specialists (BSC), Therapeutic Support Staff (TSS), Nurses Aid], IU Staff, Title 1 Staff</b> Agency representatives will be allowed on a limited and schedule-only basis.</p> <p><b>Visitors/Volunteers</b> Authorized visitors/volunteers may be allowed in the building to support the lunch program as needed only if they have received a COVID-19 vaccine. Visitors and volunteers must complete an Attestation Form prior to entry.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Onsite Personnel &amp; Contact with School Families</b>		
<p><b>Agency representatives [e.g., Behavior Specialists (BSC), Therapeutic Support Staff (TSS), Nurses Aid], IU Staff, Title 1 Staff</b> Agency representatives will be permitted to enter the building on a case by case basis.</p> <p><b>Visitors/Volunteers</b> There will be no authorized visitors/volunteers while the county is in the Yellow Phase.</p> <p><b>Parents/Guardians</b> Will not be permitted to enter the building.</p>	<p>Once authorized visitors/volunteers are allowed in the buildings, limited exposure within the building is recommended for all visitors.</p> <p>Once authorized visitors/volunteers are allowed in the buildings, face coverings (including face shields and face masks) will be required for all visitors entering the building and while visiting the building.</p> <p><b>Parents/Guardians</b> Will not be permitted to enter the building unless they are an approved volunteer.</p>	
<b>Instructional Program</b>		
<p><b>School buildings are closed to in-person learning.</b></p> <p><b>K-5 Virtual Learning Program</b> All students who remain enrolled at CAILA will be required to participate in the virtual learning program.</p> <p><b>Virtual Program Hours &amp; Expectations</b> Live instruction of the primary subjects (ELA, Math, Science, and Social Studies) will be delivered from 9am - 12pm Monday through Friday. During this time all students will be expected to attend a Zoom session with their grade level teacher.</p>	<p><b>K-5 Virtual Learning Program</b> Parents/Guardians have the option to keep their child(ren) enrolled in the virtual learning program.</p> <p><b>Full In-person Learning Program</b> To the maximum extent feasible and appropriate, and in accordance with the PDE and DOH guidelines for reopening schools, K-5 students will be in school Tuesday through Friday. For the foreseeable future, Monday classes will remain virtual for all students to allow adequate time for the classroom teachers to meet in small groups and one-on-one with students in their class who have decided to remain virtual.</p> <p>CAILA reserves the right to schedule additional planned school-wide virtual learning days as part of the traditional school calendar to ensure an adequate amount of planning time is allotted for the teachers and cleaning and disinfecting time is allotted to the janitorial employee.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Instructional Program</b>		
<p>Specials, small group sessions, and one-on-one sessions with Instructional Support Staff (ISS) will be held between 12:30pm and 3:30pm Monday through Friday. Students will receive an individualized schedule indicating the times and ISS members with whom they will meet.</p> <p>Independent work and adaptive software will be assigned to students when there is no live instruction, specials, small group, or one-on-one sessions scheduled.</p>	<p>Students who participate in the Free and Reduced Meal Program will report to the cafeteria upon arrival. All Food Service &amp; Meal Distribution procedures will be followed.</p> <p>Students who do not participate in the Free and Reduced Meal Program will proceed directly to their classroom to start the day.</p> <p><b>Specials</b> Certain courses that require the sharing of classroom space, materials, supplies, and equipment may be modified to minimize the amount of individual contact with shared surfaces.</p> <p><b>Physical Education Programs:</b> To the extent possible, all physical education classes will take place outdoors to maximize social distancing. If outdoor space cannot be utilized due to inclement weather or the type of activity (i.e., yoga), a minimum of 3ft of space will be established between students in the gymnasium.</p> <p><b>Field Trips:</b> Students and teachers will be required to adhere to all Transportation of Students Guidelines (see section above) in the event a field trip is scheduled.</p> <p>Parents/guardians may elect to drop off and pick up their child(ren) at the field trip location in lieu of their child(ren) riding the school bus.</p> <p><b>Recess:</b> Outdoor activities whenever feasible are strongly encouraged. All unnecessary contact between students will be discouraged. Social distancing between students will be created whenever possible to the maximum extent feasible.</p> <p>Use of playground equipment will be restricted.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Instructional Program</b>		
	<p>Any equipment that is utilized will be cleaned and disinfected between uses as well as any frequently touched surfaces to the extent possible.</p> <p>Hand washing will be encouraged prior to and after ending any recess activity. Sanitizer will be provided to all students so long as sanitizer supplies are available.</p> <p><b>Student Schedule</b> Doors will open at 8:00 AM to students who participate in the Free and Reduced Meal Program. To reduce the amount of students entering the building simultaneously, students who do not participate in the Free and Reduced Meal Program will be encouraged to arrive between 8:15 AM - 8:30 AM.</p> <p>The instructional period for students will begin promptly at 8:45 AM and end at 3:00 PM.</p> <p><b>Teacher Schedule</b> The instructional schedule for classroom teachers (start and end times) will remain the same, 8:00 AM - 3:30 PM.</p> <p><b>Instructional Support Services</b> Students in both learning programs (virtual and in-person) who have been identified as needing instructional support services will continue to receive them.</p> <p><b>Face Coverings - Students</b> While in the classroom, face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, are required for students at all times, even when six feet of social distancing can be achieved unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the</p>	



Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Instructional Program</b>		
	<p>wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p>Students are allowed to remove face coverings in the following settings:</p> <ul style="list-style-type: none"> <li>→ Eating or drinking while at least 6 feet apart</li> <li>→ Participating in a face covering break lasting no longer than 10 minutes while at least 6 feet apart</li> <li>→ While engaged in activities outdoors when able to sustain a distance of at least 6 feet apart</li> </ul> <p><b>Face Coverings - Staff</b> While inside and outside the classroom, employee members will be required to wear face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, at all times unless doing so jeopardizes the health of the employee member as outlined in the exceptions of the Order of the Secretary of DOH Regarding Universal Face Coverings.</p>	
<b>Transportation of Students</b>		
<p>School buildings are closed to in-person learning.</p>	<p><b>Bus Service</b> CAILA does not offer bus service. Refer to the transportation protocols for each sending district (ASD, BASD, SSD, WCSD, PSD)</p> <p><b>Daycares</b> Daycares who transport students to and from CAILA will be asked to provide CAILA with a copy of their Health and Safety Plan. CAILA will work in conjunction with each daycare to outline procedures for socially-distanced drop-off and pick-up.</p> <p><b>Face coverings - students</b> Face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, are required for students at all times, even when six feet of social distancing can</p>	<p><b>CDC What bus transit operators need to know about COVID-19:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</a></p>

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Transportation of Students</b>		
	<p>be achieved unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p><b>Field Trips</b> In the event a field trip is scheduled, CAILA shall request from the local bus contractor that the self-screening of symptoms of illness be required for bus drivers/monitors prior to entering the school bus.</p> <p>CAILA shall request from the local bus contractor that symptomatic or sick bus drivers/monitors not be permitted on the bus.</p> <p>CAILA shall request from the local bus contractor to the extent feasible, to provide hand sanitizer for students, the bus driver, and monitors.</p> <p>When transporting students, bus windows will be left open wherever safe and feasible.</p> <p>No food or drink will be allowed on the bus.</p>	
<b>Food Service &amp; Distribution of Meals</b>		
<p>School is closed to in-person instruction. Meals to go will be provided twice per week to all eligible CAILA families.</p> <p>Employees are required to wash or sanitize hands before and after meal service.</p> <p>Employees are required to wear face masks and gloves during meal preparation and service.</p>	<p><b>Schedules and Social Distancing</b> Additional lunch periods will be established to reduce the number of students in the cafeteria at one time.</p> <p>Students will enter and exit the cafeteria using designated entrances and exit flow paths.</p>	<p><b>CDC Educational Materials on Food Service:</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842</a></p>

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Food Service &amp; Distribution of Meals</b>		
<p>Hand sanitizer will be provided for employees as long as it's feasible to obtain hand sanitizer.</p>	<p>In the cafeteria students will be seated in a manner best designed to minimize transmission of illness.</p> <p><b>Food, Cutlery, &amp; Equipment</b> No sharing of foods and utensils is permitted. All plates and utensils will be disposable and distributed to students by an employee.</p> <p><b>Water Bottles</b> Students will be encouraged to use individual water bottles from home or disposable plastic bottles.</p> <p>Students who do not have access to a water bottle from home will be provided with a disposable plastic water bottle daily.</p> <p><b>Hand Washing and Sanitation</b> Students will be allowed and encouraged to hand wash before and after meal service when feasible.</p> <p>Students will be required to sanitize or wash their hands prior to, and after, eating.</p> <p>Employees are required to wash hands before and after meal service.</p> <p>Employees are required to wear face masks and gloves during meal preparation and service.</p> <p>Hand sanitizer will be provided to students and employees as long as it's feasible to obtain hand sanitizer.</p> <p><b>Cleaning and Sanitizing</b> Cleaning of the cafeteria and high-touch surfaces throughout will be conducted after each meal service.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Food Service &amp; Distribution of Meals</b>		
	<p><b>Signage</b> Signage encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed in the lunch areas in sight of students.</p>	
<b>Transitioning</b>		
<p>School buildings are closed to in-person learning.</p>	<p>High-traffic hallway use will be limited when feasible, by staggering lunch and dismissal times to reduce the number of students in the hallways simultaneously.</p> <p>For class changes and other transitions throughout the school day, the following practices will be considered:</p> <ul style="list-style-type: none"> <li>→ Provide additional time for transitions</li> <li>→ Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated</li> <li>→ Have the same group of students stay with the same employee to the extent feasible for K-5 students</li> </ul> <p><b>Face coverings - students</b> Face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, are required for students at all times, even when six feet of social distancing can be achieved unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</p> <p><b>Face coverings - employees</b> Face masks are required for ALL employees. Face masks must remain on the employee at all times when in hallways or other common spaces.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Large Group Gatherings (Use of Multipurpose Space)</b>		
<p>School buildings are closed to in-person learning.</p>	<p>To the extent possible, CAILA will follow the Governor’s Mitigation Measures order regarding large group gatherings.</p> <p>Preventative measures in place:</p> <ul style="list-style-type: none"> <li>→ Face coverings, as defined by the Order of the Secretary of the DOH regarding Universal Face Coverings, are required for students unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team.</li> <li>→ Provide hand sanitizer for students and employees as long as it’s feasible to obtain hand sanitizer.</li> <li>→ Limit the unnecessary congregation of students and employees.</li> <li>→ Discourage the congregation of students on the sidewalk, in parking lots, and other common areas around the school building.</li> <li>→ Stagger the lunch and recess schedule to prevent large group gatherings</li> <li>→ Utilize virtual meeting software when applicable to host events, meetings, and professional development training sessions.</li> </ul> <p><b>Safety Drill Plans and Response:</b> Safety drill plans and responses will be modified to the extent possible to address large group gathering restrictions.</p>	

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources / Supports Needed
<b>Protecting Employees and Students at High Risk of Severe Illness</b>		
<p><b>Protecting Employees and Students</b> Employees will have the opportunity to self identify as high risk so accommodations can be made prior to returning to face to face instruction.</p> <p>Parents/Guardians will have the opportunity to provide the appropriate medical documentation indicating that their child has a medical condition that puts them at higher risk.</p> <p>Remote learning and telework will continue as appropriate.</p> <p>A process for regular check-ins with vulnerable students and employee will be established.</p> <p><b>Protocols for Students or Other Vulnerable Individuals:</b> Vulnerable students will be able to complete their coursework virtually.</p>	<p><b>Protecting Employees and Students</b> Employees will have the opportunity to self identify as high risk so accommodations can be made prior to returning to face to face instruction.</p> <p>Parents/Guardians will have the opportunity to provide the appropriate medical documentation indicating that their child has a medical condition that puts them at higher risk.</p> <p>A continuity of education plan will be followed for those students that may not be able to attend in-person learning due to a high risk condition.</p> <p>Remote learning and telework will continue as appropriate.</p> <p>A process for regular check-ins with vulnerable students and employee will be established.</p> <p><b>Protocols for Students or Other Vulnerable Individuals:</b> Vulnerable students will be able to complete their coursework virtually.</p> <p>Vulnerable students will be allowed an early or later transition to go to class or lunch.</p> <p>Vulnerable students will have access to additional protection such as desk shields, face shields, double masks, etc.</p>	
<b>Behavioral Health Support Services</b>		
<p>Employees have access to a variety of Behavioral Health Supports that may include:</p> <ul style="list-style-type: none"> <li>→ Employee Resource Program</li> <li>→ Behavioral health support through employee benefits plan</li> </ul> <p>Community resources for students and families are available through a variety of organizations:</p> <ul style="list-style-type: none"> <li>→ Pinebrook Family Services</li> </ul>	<p>Employees have access to a variety of Behavioral Health Supports that may include:</p> <ul style="list-style-type: none"> <li>→ Employee Resource Program</li> <li>→ Behavioral health support through employee benefits plan</li> </ul> <p>Community resources for students and families are available through a variety of organizations:</p> <ul style="list-style-type: none"> <li>→ Pinebrook Family Services</li> </ul>	<p><b>A full list of resources is available here:</b> <a href="#"><u>Behavioral Health Support Services</u></a></p>

Yellow Phase Action Steps	Green Phase Action Steps	Materials / Resources Supports Needed
<b>Behavioral Health Support Services</b>		
<ul style="list-style-type: none"> <li>→ St. Luke's University Health Network</li> <li>→ Lehigh Valley Health Network</li> <li>→ Kids Peace of the Lehigh Valley</li> </ul> <p>A full list of resources is available here: <a href="#"><u>Behavioral Health Support Services</u></a></p>	<ul style="list-style-type: none"> <li>→ St. Luke's University Health Network</li> <li>→ Lehigh Valley Health Network</li> <li>→ Kids Peace of the Lehigh Valley</li> </ul> <p>A full list of resources is available here: <a href="#"><u>Behavioral Health Support Services</u></a></p>	
<b>Extracurricular Activities</b>		
No after school or extra curricular activities will be permitted.	No after school or extra curricular activities will be permitted for the remainder of the 2020/21 school year.	
<b>School-based Childcare</b>		
No school-based childcare will be permitted.	No school-based childcare will be permitted for the remainder of the 2020/21 school year.	

**Health and Safety Plan Professional Development**

<b>Topic</b>	<b>Audience</b>	<b>Lead Person / Position</b>	<b>Session Format</b>	<b>Start Date</b>	<b>Completion Date</b>
Health & Safety Plan Information Session	Families	Jessica Devlin, Director of Education  Jill Rothenberger, Dean of Students	Virtual - Zoom Meeting	03/24/21	03/24/21
Post Health & Safety Plan information on CAILA website and social media	Families, Staff, Board of Directors	Jessica Devlin, Director of Education	In-person	03/29/2021	03/29/2021
Training on the implementation of the health and safety plan prior to the beginning of the school year and before providing services to students	All employees	Jessica Devlin, Director of Education  Jill Rothenberger, Dean of Students	In-person	03/29/2021	03/29/2021
Identifying signs and symptoms of COVID-19	All employees	Jane Fehnel, School Nurse	In-person	03/29/2021	03/29/2021
Identifying signs and symptoms of COVID-19	All students	Jane Fehnel, School Nurse	In-person, per classroom	04/07/2021	04/09/2021



### Health and Safety Plan Communication

Topic	Audience	Lead Person / Position	Start Date	Completion Date
Curriculum and Instruction Department Updates (ongoing)	Families, Employees, Board of Directors	Jessica Devlin, Director of Education  Jill Rothenberger, Dean of Students	August 2020	June 2021
Post Health & Safety Plan information on CAILA website and social media	Families, Employees, Board of Directors	Jessica Devlin, Director of Education	March 2021	June 2021
Health & Safety Plan Information Session	Families, Employees, Board of Directors	Jessica Devlin, Director of Education  Jill Rothenberger, Dean of Students	March 2021	March 2021
Confirmed case(s) of COVID-19 in school community	Health Officials (DOH), Families, Staff while maintaining confidentiality	Jessica Devlin, Director of Education  Jill Rothenberger, Dean of Students  Jane Fehnel, School Nurse	April 2021	June 2021

## COVID-19 RESOURCES (CDC, DOH, PA, PDE):

- ❑ Behavioral Health Services: <https://www.magellanofpa.com/media/4999/provider-directory-for-lehigh-northampton-oct-7-2019.pdf>
- ❑ CDC Communication Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>
- ❑ CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- ❑ CDC Considerations for Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
- ❑ CDC COVID-19 and Children: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children>
- ❑ CDC COVID Related Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- ❑ CDC Educational Materials on Food Service:  
[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589932065842](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589932065842)
- ❑ CDC Hand Hygiene: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- ❑ CDC How to Clean and Disinfect Your Facility: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- ❑ CDC Important Information About Your Cloth Face Coverings:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- ❑ CDC People Who Need Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- ❑ CDC Prevent the Spread: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
- ❑ CDC Print Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- ❑ CDC Protect Yourself from Illness: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- ❑ CDC The Interim Guidance for Schools and Day Camps:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=46>
- ❑ CDC The Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- ❑ CDC What Bus Transit Operators Need to Know About COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html>

## COVID-19 RESOURCES (CDC, DOH, PA, PDE):

- ❑ DOH Guidance on Home Isolation or Quarantine and Returning to Work:  
<https://www.oa.pa.gov/covidleave/Documents/DOH-Quarantine-Isolation-Work-Guidance.pdf>
- ❑ DOH Guidance on Homemade Masks During COVID-19:  
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Homemade-Mask-Guidance.aspx>
- ❑ PA COVID-19 PPE and Supplies Business-2-Business Interchange Directory:  
<https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>
- ❑ PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of employee and the Public: <https://www.governor.pa.gov/covid-19/business-guidance/>
- ❑ Process to Reopen Pennsylvania: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>

**Health and Safety Plan Affirmation Statement**

The Director of Education & Dean of Students for the CAI Learning Academy have updated and reviewed the Phased School Reopening Health and Safety Plan effective Friday, March 26, 2021.

*Jessica Devlin*

03/26/21

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Jessica E. Devlin, M.Ed., Director of Education

\_\_\_\_\_  
Date

*Jill Rothenberger*

03/26/21

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Jill Rothenberger, M.Ed., Dean of Students

\_\_\_\_\_  
Date