



DePaul School for Hearing and Speech Phased School Reopening Health and Safety Plan

2020-2021

DePaul School's Covid Task Force has created a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, this Health and Safety Plan was tailored to the unique needs of our school in with CDC Guidelines and in consultation with the Allegheny County Department of Health. Given the dynamic nature of the pandemic, our plan is flexible, should the need to adapt to changing conditions arise, we are prepared. This 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. DePaul School's Health and Safety Plan has met the approval of our Board of Trustees, the governing body and is posted on the school's publicly available website prior to the reopening of school. Relevant school policies will be modified as necessary to effectively implement the Health and Safety Plan.

We plan to monitor our Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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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: DePaul School for Hearing and Speech

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, congregating settings, and social interactions:

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

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

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

Type of Reopening

Key Questions

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

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

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).**
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

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

Pandemic Coordinator/Team

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

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-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)
David Williams, Director of Pupil Services	Students, Staff, Parents/Guardians, School Districts	Health and Safety Plan Development and Crisis Response
Aimee Mitchell, Nurse	Students, Staff	Pandemic Crisis Response Team
Mary Jo Maynard, Director of Education	Students, Staff, Parents/Guardians	Health and Safety Plan Development and Crisis Response

Michelle Parfitt, Director of Early Intervention	Students, Parents/Guardians	Health and Safety Plan Development
Christian Giannone, School Psychologist	Students	Pandemic Crisis Response Team
Sierra McAndrews, Administrative Assistant	Students, Staff, Parents/Guardians, Visitors	Health and Safety Plan Development
Donna Koenig, Technology Supports	Students, Staff, Parents/Guardians, Visitors	Pandemic Crisis Response Team
Kathleen B. Varley, Controller	Staff	Health and Safety Plan Development
Ruth Auld, Executive Director	Students, Staff, Parents/Guardians	Health and Safety Plan Development and Crisis Response
Amanda Miller, Parent	Parents	Health and Safety Plan Development/ Reviewer

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

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: In March, when Governor Wolf closed the schools, we scheduled the building to be sanitized in preparation for reopening. We began researching products that were both safe and effective at disinfecting the building. We are recognized as an eco-healthy school. As we built our plan to fully reopen schools, we have diligently identified within the plan all procedures to maintain a safe environment for students to able to attend school in both green and yellow phases. Specific daily cleaning procedures have been outlined, and cleaning supplies have already been delivered to the school, in anticipation of the opening of the building for the 2020-21 school year. Our maintenance staff have already begun taking actions (outlined below) to ensure the safety and well-being for every student in the school.

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>Strict adherence to CDC guidelines for cleaning and disinfecting all surfaces will be a daily practice using products that are safe and effective. Hand sanitizer will be available at the top and bottom of stairwells, as well as other places through the building. Drinking fountains will not be used by students. (Students will bring bottled water from home.)</p>	<p>Same as Yellow</p>	<p>David Williams, Director of Pupil Services</p>	<p>Cleaning supplies Sanitizers Spray bottles and washable cloths High concentration filters for the HVAC system</p>	<p>Y</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>					

Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions: The typical class size at DePaul School is 4 students per room. To ensure students will maintain a 6-foot distance, we have replaced student desks with 4 feet tables (one student per table) all facing the same direction. Each teacher has completely overhauled planning for instruction, no materials will be share among students, and each student will have his/her own educational materials, which will be stored in catch-baskets at each table.

DePaul School has purchased face shields for in-classroom use for every student and every teacher, as well as bandanas, to be used to cover mouth and nose as needed. Cotton cloth masks will be use in all common areas by students and staff. We have purchased 8-inch circle dots for marking 6 feet distances in all common areas, as well as in classrooms. Strict guidelines have been developed for using outdoor spaces. An up and down staircase has been designated, with hand sanitizer stations in place for both stairways.

Every student will have a sneeze guard in front of his or her workspace. These sneeze guards are affixed with small stationary clips, but can be moved when students change locations, thus minimizing the need for sanitation throughout the day. Each student will be able to position their sneeze guard and then relocate to another space, if their schedule warrants relocating to another learning space.

Transportation is the responsibility of public schools. Except for students dropped off/picked up by parents, all of our students are transported individually on vans, not school buses, commuting directly from their home to the school and back again. Visitors to the building will be tightly controlled. All visitors will need to schedule their visits in advance with a specific person. Visitors will have to pass the standard screenings: temperature checks and COVID question checklist. Delivery procedures will now be limited to unloading into the foyer area, not entering the building, and food deliveries will be left on the front porch outside the building. Parents who transport their children will be notified of the procedural changes, and notices will be posted in foyer area as well.

Prior to the first day of school, all staff will participate in trainings on social distancing and safety protocols, as they will all be expected to assist in the entrance and exit procedures daily. Procedures will be monitored and adjusted as needed to maintain a safe learning environment.

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>	<p>Students will sit at tables 6 feet apart, all facing the same direction. Every student will have a sneeze guard in front of his/her workspace.</p>	<p>Same as Yellow</p>	<p>Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services</p>	<p>Tables in lieu of desks Sneeze guards Overhauled plan of instruction by each teacher</p>	<p>Y</p>
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>All tables will be used in the dining room allowing for sufficient space between K-8 students. Preschool students will eat in two separate groups in a separate room with sufficient spacing.</p>	<p>Same as Yellow</p>	<p>Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services</p>	<p>Staff members assigned to lunch duty to supervise and maintain social distancing</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>Students will be instructed on hand washing at the beginning of the school year and this process will be reviewed with students and staff regularly throughout the school year. Hand sanitizer will be available at the top and bottom of stairwells, as well as other places through the building.</p>	<p>Same as Yellow</p>	<p>Aimee Mitchell, Nurse</p>	<p>Soap and sanitizer throughout the building Staff trained to supervise students in these practices</p>	<p>N</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Signage covering washing hands, sanitizing, mask wearing and social / physical distancing will be posted in hallways, restrooms and common areas such as the cafeteria. All persons will be required to wear masks, including visitors and volunteers. Directional signage will be used in hallways and stairwells to instruct on movement through the building with physical distancing.</p>	<p>Same as Yellow</p>	<p>Aimee Mitchell, Nurse David Williams, Director of Pupil Services</p>	<p>Signage</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Visitors to the building will be tightly controlled. All visitors will need to schedule their visits in advance with a specific person. Visitors will have to pass the standard screenings: temperature checks and COVID question checklist. Volunteer help will not be used.</p>	<p>Same as Yellow</p>	<p>Ruth Auld, Executive Director</p>	<p>Trained front desk staff who use visitor management software</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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Appropriate non-contact activities will be planned to provide access to activity, fresh air and social time with classmates while maintaining safe behavior. No equipment will be shared.	Same as Yellow	David Williams, Director of Pupil Services	Staff trained to supervise these activities	N
Limiting the sharing of materials among students	Each student will have his/her own educational materials that will be stored in the basket underneath his/her designated table.	Same as Yellow	Mary Jo Maynard, Director of Education	Baskets attached to bottom of each desk	Y
Staggering the use of communal spaces and hallways	8-inch circle dots will be used for marking 6 feet distances in all common areas, as well as in classrooms. One stairwell will be designated as Up and the other as Down.	Same as Yellow	Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services	8-inch spacing circle dots	Y
Adjusting transportation schedules and practices to create social distance between students	Transportation is provided by the students' public schools. Except for students dropped off/picked up by parents, they are transported individually on vans, not large school buses, commuting directly from their home to the school and back again.	Same as Yellow	David Williams, Director of Pupil Services	Support of each school district and bus transportation company is needed.	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)
Limiting the number of individuals in classrooms and other learning spaces; and interactions between groups of students	The typical class size is 4 students per classroom. Recreational activity will focus on individual strength and skill training in lieu of team-based activities.	Same as Yellow	Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services	Staff trained to supervise these activities	Y
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Up-to-date contact information is collected at the beginning of each school year for parents/guardians and emergency contacts. Changes to school hours are communicated using a Robo-call system. Changes to the school calendar are communicated to the parents/guardians, school districts and bus companies.	Same as Yellow	Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services	Robo-call system	N
Other social distancing and safety practices	Masks, shields or bandanas will be worn by all staff and students.	Same as Yellow	Ruth Auld, Executive Director	Masks, shields or bandanas – individually and school provided	Y

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 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 staff and all students will enter the building using specific procedures, including questions regarding exposure to COVID-19, encountering anyone who had COVID-19, experiencing symptoms of COVID-19, etc. Touchless thermometers will be used at two stations, one for students, and one for staff. All staff will undergo in-service training on this new daily process. Any person exhibiting three or more symptoms will be isolated and/or requested to leave the school. Specific procedures for sanitizing any potentially affected areas will be implemented by the maintenance staff. The school nurse and Education Administrators will make decisions regarding need for quarantine or isolation of a potentially infected individual. A two day school closing will occur for all students if an individual has been in contact with a person who has tested positive, a 14-day quarantine will be in effect for the entire school if a person who was in the school among students or staff tests positive. Families will

be informed of such situations via the school Robo-call listing. A team of staff members will be provided hands-on training in the protocols necessary to conducting the entrance into the school building each morning.

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>All staff and all students will enter the building using specific procedures, including temperature taking and questions regarding exposure to COVID-19, encountering anyone who had COVID-19, experiencing symptoms of COVID-19, etc.</p>	<p>Same as Yellow</p>	<p>Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services</p>	<p>Touchless thermometers</p>	<p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Any person exhibiting three or more symptoms will be isolated and/or requested to leave the school. The school nurse and Education Administrators will make decisions regarding need for quarantine or isolation of a potentially infected individual.</p>	<p>Same as Yellow</p>	<p>Aimee Mitchell – Nurse Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services</p>	<p>Touchless thermometers Isolated area(s) within Nurse's office or other appropriate area</p>	<p>Y</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Students with 3 or more COVID symptoms will require a note from a doctor to return to school. Individuals who test positive for COVID will require two negative COVID test results for return.</p>	<p>Same as Yellow</p>	<p>Aimee Mitchell – Nurse</p>	<p>Isolated area(s) within Nurse's office or other appropriate area</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>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Up-to-date contact information is collected at the beginning of each school year for parents/guardians and emergency contacts. Changes to school hours are communicated using a Robo-call system. Changes to the school calendar are communicated to the parents/guardians, school districts and bus companies.</p>	<p>Same as Yellow</p>	<p>Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services</p>	<p>Robo-call system</p>	<p>N</p>
<p>Other monitoring and screening practices</p>	<p>A two day school closing will occur for all students if an individual has been in contact with a person who has tested positive A 14-day quarantine will be in effect for the entire school if a person who was in the school among students or staff tests positive.</p>	<p>Same as Yellow</p>	<p>Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services</p>	<p>Distance learning plans</p>	<p>N</p>

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: In accordance with Governor Wolf's determination on July 1, 2020, all persons over the age of 2 will be required to wear face coverings at all times in the building, this includes employee as well as visitors to the building. Face masks will be provided to anyone entering the building who is not wearing a face mask. DePaul School has prepared for this with a few different options, based upon the setting. We have surveyed our parents and our staff to ascertain their willingness to participate in the in-school educational programming. Those who have expressed concerns will be receiving remote educational services. (This is a very small number of individuals.) DePaul School is able to offer a highly individualized program. Our teacher/student ratio is 1 teacher to 3 students. If needed, we have sufficient staff to cover the number of students enrolled to support an in-school program. Part of our plan includes daily online learning while in the building, thus providing our students with both independent learning activities, and preparation for the threat of a school closure.

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)
* Protecting students and staff at higher risk for severe illness	Parents/guardians were surveyed to determine willingness for their child to participate in in-school learning. Those not attending in person will receive remote educational services. Staff are instructed to discuss their risk concerns with Administration.	Same as Yellow	Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services	Individual instruction plans Staff flexibility	N
* Use of face coverings (masks or face shields) by all staff	All staff will be required to wear face coverings at all times in the building. Visitors who arrive without a face mask will be provided one upon entry.	Same as Yellow	Ruth Auld, Executive Director	Masks, shields or bandanas – individually and school provided	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	All persons over age 2 will be required to wear face coverings at all times in the building.	Same as Yellow	Ruth Auld, Executive Director	Masks, shields or bandanas – individually and school provided	N
Unique safety protocols for students with complex needs or other vulnerable individuals	The few students whose parents/guardians have chosen not to have them participate in in-person learning will be taught remotely.	Same as Yellow	Mary Jo Maynard, Director of Education	Individual instruction plans Staff flexibility	N
Strategic deployment of staff	Staff schedules will be determined according to the needs of students. As needs change, staff will be expected to accommodate complex and individual needs of students that warrant special care.	Same as Yellow	Mary Jo Maynard, Director of Education	Individual instruction plans Staff flexibility	N

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
Entering the Building	All Staff	David Williams, Director Pupil Services	In person, first day back	Flow charts, scanner, touchless thermometer	August 24, 2020	August 24, 2020
Entering the Building	All Students	Mary Jo Maynard, Director of Education	In person, first day back	Touchless thermometers, masks, shields, sneeze-guards, etc	August 26, 2020	September 30, 2020
Classroom Set up during COVID times	Teachers and SLPs	Mary Jo Maynard, Director of Education	Individualized per teacher	Classroom furniture and supplies	July 20, 2020	August 24, 2020
New cleaning procedures for the building	Maintenance staff	David Williams, Director Pupil Services	Individual persons	Cleaning supplies	August 3, 2020	June 30, 2021
New end of day cleaning procedures	Achieva Cleaning staff	David Williams/ Achieva supervisor	Small group, in person instruction	Cleaning supplies, vacuums, etc	August 24, 2020	June 4, 2021

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
New sanitizing of classroom procedures for teaching staff	All Teachers and SLPs	David Williams, Director Pupil Services	In person, small group instruction	Spray bottles and washable cloths	August 24, 2020	June 4, 2021

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
General procedural changes for 2020-21 school year	All stakeholders	Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services	Written correspondence / email/robocall	August 3, 2020	August 3, 2020
Response to a child with symptoms	Child's parents/guardians	Mary Jo Maynard, Director of Education	Written email correspondence/ Robocall	Date of incident	Date of incident
Response to families regarding a staff person who tests positive	All parents	Mary Jo Maynard, Director of Education	Written email correspondence/ Robocall	Date of incident	Date of incident
Communication to bus companies when student tests positive to COVID	All busing companies	David Williams, Director of Pupil Services	Phone / Written email correspondence	Date of Incident	Date of incident
Need to shut down school for 48 hours or need to shut down school for 14 days	All parents/guardians + all Busing companies	Mary Jo Maynard, Director of Education David Williams, Director of Pupil Services	Written letter home in students' backpacks	Date of incident	Date of incident
Monthly summary report to parents	All parents/guardians	Mary Jo Maynard, Director of Education	Written summary to parents via email	Date of incident	Date of incident

Health and Safety Plan Summary: DePaul School for Hearing and Speech

Anticipated Launch Date: August 26, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none">• Strict adherence to CDC guidelines for cleaning and disinfecting all surfaces will be a daily practice.• High concentrated filters will be replacing the moderate filtration in the HVAC system in August, and routinely, throughout the school year.• Water fountains will not be used during COVID times by students. Fountains cannot be turned off, as this results in stagnant water which can lead to legionella bacteria in the lines. Alternatively, fountains will be flushed twice per week to prevent bacteria build up in the lines.• Students are requested to bring their own water bottles filled to school each day.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none">• Student / Teacher ratio per classroom is an average of 1 teacher / 3 students.• Students sit at tables, with clear sneeze guards surrounding each of them.• Social distancing circles will be in place throughout the building to indicate reminders to remain 6 feet apart• Students will use the cafeteria, but will only sit in designated, pre-assigned seating which is marked at 6+feet intervals. Students carry their own lunches.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	

Requirement(s)	Strategies, Policies and Procedures
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <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"> • Students will wash hands upon arrival, at pre-designated intervals throughout the day, and use hand sanitizer in between washings. • Staff will wash hands at the start of the day, at frequent intervals throughout the day, and have access to hand sanitizer in between washings. • Signage is in place regarding appropriate hand washing techniques, wearing masks and staying 6 feet apart at all times. • DePaul School does not offer any organized sports. • Markings are placed in the hallways to indicate 6 feet distancing, a stairway is designated for traveling up the stairs, and a different staircase is designated for traveling down the stairs. • The use of communal spaces such as restrooms, cafeteria, and recreation spaces is managed through a staggered, tightly controlled schedules and bell system. • DePaul School does not offer any on-site child care services. • Visitors to the building are extremely limited, and available by appointment only. Visitors must pass all entry protocols to gain admission into the building.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> • Each person entering the building each day will be completing the new protocols for entrance into the building, including answering

Requirement(s)	Strategies, Policies and Procedures
<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>	<p>screening questions, temperature checks and wearing a mask. New masks will be available for everyone who does not have a mask.</p> <ul style="list-style-type: none"> • If a student does not pass the required protocols, they will be isolated and retained in the Nurse's office until their designated contact person comes to pick them up. • Detailed procedures for returning to the building include providing results of 2 negative COVID tests. • In the event of a need for school closure due to COVID, parents/guardians will be notified via Robo-call procedures.
Other Considerations for Students and Staff	
Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> • A small number of parents have indicated that their child cannot attend schools. A specially designed instruction plan will be developed for each child, individualized for that child's needs. • All staff will be expected to wear masks and or face coverings (shields, bandanas...) at all times in the building. • Students age 2 and above will be required to wear face masks, shields and/or bandanas at all times during the school day in the building. • Staff schedules will be determined according to the needs of students. As needs change, staff will be expected to accommodate complex and individual needs of students that warrant special care.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for DePaul School for Hearing and Speech) reviewed and approved the Phased School Reopening Health and Safety Plan on **August 3, 2020**

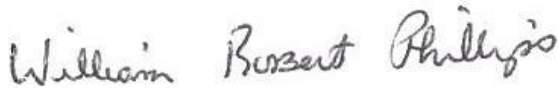
The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **August 3, 2020**

By:



(Signature of Board President)*

William Robert Phillips

(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.