



## DIOCESE OF ALLENTOWN

### **Health and Safety Plan for Saint Jerome Regional School**

#### **How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?**

Saint Jerome Regional School plans to open school on August 31, 2020 on a daily basis with all registered students and staff. Our school building is large enough to accommodate all of our registered students in addition to the current complement of staff while maintaining the social distancing requirements established by the Diocesan Office of Education, Schuylkill County Emergency Management Agency (SCEMA), Center for Disease Control (CDC) and the Pennsylvania Department of Education (PDE) guidelines. Our planning committee consists of school administration, teachers, staff and parents. Guidance has also been received from the DOA. The plan will be reviewed by the DOA with a summary page being provided to all school parents via the school website. Once open, Saint Jerome Regional School will continue to follow the guidelines as established by the Commonwealth of Pennsylvania in determining the continued operation of the school building should changes need to occur that are related to the COVID-19 pandemic. In the event that any member of the Saint Jerome Regional School community registers a temperature or displays any other symptoms, the individual will be sent home and must remain at home for a minimum of 72 hours and must be symptom free prior to return without the use of medicine and have a medical note to return to school.

#### **How did you engage stakeholders in the type of re-opening your school entity selected?**

Our planning committee consists of school administration, teachers, staff and parents. Guidance has also been received from the DOA. The plan will be reviewed by the DOA.

#### **How will you communicate your plan to your community?**

The plan will be reviewed by the DOA with a summary page being provided to all school parents via the school website.

#### **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**

Once open, Saint Jerome Regional School will continue to receive guidance from the Pennsylvania Department of Health and interaction and direction with the Diocesan Office of Education regarding any changes to school operations. In the event that any member of the Saint Jerome Regional School community registers a temperature or displays any other symptoms, the individual will be sent home and must remain at home for a minimum of 72 hours and must be symptom free prior to return without the use of medicine and have a medical note to return to school.

#### **What is your scheduled first day of school for the 2020-2021 school year? Aug 31, 2020**

### Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Amy Hannis-Miskar	Administrator/Parent	Both
2	Manda Smarr Beers	Administrator	Both
3	Keith Degler	Safety Coordinator, Facilities Director, Parent	Both
4	Debbie Smarr	Staff	Both
5	Mary Beth Klein	1st Grade Teacher	Both
6	Laurie Daukshus	Special Subject Teacher	Both
7	Kathy Reaman	Parent	Both
8	Tammy Chrin	Parent	Both
9	Lisa Lindenmuth	2nd Grade Teacher	Both
10	Alice Miller	7th and 8th Grade Teacher	Both

**How will you ensure the building is cleaned and ready to safely welcome staff and students?**

Saint Jerome Regional School currently has a facilities director for the daily cleaning of the school. This service will continue to be provided throughout the summer and upcoming school year to ensure the building is cleaned and disinfected.

**How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?**

We will use the disinfecting supplies approved by the CDC to ensure the disinfection of surfaces. Supplies will also be provided to each classroom teacher and staff that will provide the opportunity to disinfect frequently during the day. Through the School and and Safety Grant, supplies will be purchased and utilized by building maintenance to sanitize and disinfect the entire building.

**How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**

Disinfecting will occur when, but not limited to, before a common use surface is used by different students, food is consumed, or when deemed necessary by the teacher or staff. Wiping down all often utilized surfaces. Spraying will take place in larger areas. Students will be permitted and encouraged to provide their own water bottles to minimize the use of water fountains.

**What protocols will you put in place to clean and disinfect throughout an individual school day?**

All students and staff will be trained on proper hand washing techniques to minimize the spread of diseases. Hand sanitizing stations will be installed in all common areas for use by all students, staff, and essential volunteers.

**Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

All employees within the school organization will be trained on the disinfection of surfaces and how to identify the need to disinfect at the beginning of the school year.

**Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Keith Degler, Facilities Director	Hand Sanitizing Solution Disinfecting Solution Gloves Sanitizing Wipes Paper Towels Motoscrubber Back Pack Sprayer for larger areas	Y	

**Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Keith Degler, Facilities Director	Same as Yellow	No	

**Other cleaning, sanitizing, disinfecting, and ventilation practices**

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<ul style="list-style-type: none"> <li>We will be cleaning / disinfecting all high-touch surfaces at least twice a day (water fountains, door handles, light switches, etc.) following CDC guidelines.</li> <li>We will be cleaning desks on a frequent basis as feasible.</li> <li>We will instruct all individuals to sanitize / wash hands on a frequent basis. We will be making hand sanitizer available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available.</li> <li>Allowing students and staff to use single use water bottles and water bottles from home.</li> </ul>	Same as Yellow	All faculty and staff	Hand Sanitizing Solution Disinfecting Solution Gloves Sanitizing Wipes Paper Towels	Yes	

**How will classrooms/learning spaces be organized to mitigate spread?**

Saint Jerome Regional School classrooms will be setup with student desks situated 3-6' apart from each other, facing the same direction, and all alternative seating such as bean bag chairs, carpets, etc., will be removed from the classroom. Students will be grouped based on the maximum occupancy of the classroom while maintaining social distancing between students. Saint Jerome Regional will increase the use of hand sanitizer throughout the day as well as review proper hand washing procedures, sneezing procedures, and other hygiene best practices.

**How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**

K-8 students will leave the classroom for physical education class, class Mass and recess. 5th-8th grade students will be given their same class schedule, but in order to minimize rotation during the day, the teacher will move instead of the students. Additionally, the Catapult support, itinerant support and speech therapy will continue their pull-out of students from a particular grade level only to enrich the instruction of those students. These students will meet social distancing guidelines while receiving extra support and will promptly return to their homeroom upon completion of instruction. Specials classes will continue in their homeroom, with the teacher coming to them. We will restrict interactions between groups of students. Lunch will take place in the classrooms. If possible, K-1 grades may go to the cafeteria to eat lunch, while maintaining social distancing to the greatest extent possible. Masks will be worn while in the hallway walking to the cafeteria. When serving meals in cafeteria: Spaced serving lines, Spaced seating (3ft radius), Longer meal periods for more staggered meal delivery, All staff and students will be required to wash hands before and after meal service.

**What policies and procedures will govern use of other communal spaces within the school building?**

Physical Education classes and recess will continue. Before students move to either class, they will be reminded about social distancing guidelines in these environments and will move in a staggered approach to minimize contact with others in the hallways. Physical Education Equipment used during these classes will be sanitized as often as possible when feasible.

**How will you utilize outdoor space to help meet social distancing needs?**

Saint Jerome Regional School is blessed to have a beautiful outdoor space where our students can still go outside for recess, although, the playground equipment will not be used. Our teachers will be encouraged to use that space when possible to help maintain ventilation and social distancing. Masks will be worn while in the hallway walking to the recess yard.

**How will you adjust student transportation to meet social distancing requirements?**

For student transportation, Saint Jerome Regional School will work with the individual school districts and follow their policies.

**What visitor and volunteer policies will you implement to mitigate spread?**

Saint Jerome Regional School relies on volunteers for various activities throughout the building. These volunteers will be deemed essential for the proper functioning of the school building. Each volunteer will be briefed on the updated hygiene practices along with social distancing and mask requirements as well as receive temperature screenings upon entering. We will be limiting nonessential visitors and volunteers and activities that involve other groups.

**Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**

Lunch will take place in the classrooms. If possible, K-1 grades may go to the cafeteria to eat lunch, while maintaining social distancing to the greatest extent possible. Masks will be worn while in the hallway walking to the cafeteria. When serving meals in cafeteria: Spaced serving lines, Spaced seating (3ft radius), Longer meal periods for more staggered meal delivery, all staff and students will be required to wash hands before and after meal service.

**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?**

Students and staff will be informed of and then trained in the new safety protocols to be implemented for the 20-21 academic year.

## Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	<ul style="list-style-type: none"> <li>• Rows will all be facing the same direction for seating configurations of desks and work areas, when feasible.</li> <li>• Desks will be positioned in staggered rows facing the same direction using social distancing, when feasible.</li> <li>• Desks will be positioned 3-6-foot apart social distancing.</li> <li>• Restrict interactions between groups of students</li> <li>• Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal	Desks Chairs Tape for distance visual on floors	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> <li>• Will be limiting the use of cafeterias and other congregate settings; will be serving meals in settings where social distancing can be maintained.</li> <li>• Will be seating individuals in staggered arrangement to avoid "across-the-table" seating.</li> <li>• All individuals will be instructed to sanitize/wash hands before and after eating.</li> <li>• The food service department will continue with best practices for food service and food safety.</li> <li>• If/When serving meals in cafeteria: Spaced serving lines, Spaced seating (3ft radius), Longer meal periods for more staggered meal delivery, Staff and students will be required to wash hands before and after meal service.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal Keith Degler, Facilities Director	Disposable Trays/Bags	Yes
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	<ul style="list-style-type: none"> <li>• All staff will be trained on healthy hygiene practices so they can teach these to students.</li> <li>• Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use hand sanitizer.</li> <li>• CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal	Soap Paper towels	Yes
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	<ul style="list-style-type: none"> <li>• Post CDC Germs Are Everywhere and Wash Your Hands Posters in Cafeteria and Restrooms and other high traffic areas.</li> <li>• CDC Germs are Everywhere CDC Wash Your Hands</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal	Signs provided by Center for Disease Control - CDC	No
Identifying and restricting non-essential visitors and volunteers.	<ul style="list-style-type: none"> <li>• We will be limiting nonessential visitors and volunteers and activities that involve other groups.</li> <li>• We will require all visitors/volunteers to comply with all school screening and monitoring processes.</li> <li>• We will be requiring a visitor/volunteer log in the event contact tracing is required.</li> <li>• We will not schedule large group activities including but not limited to assemblies, dances or concerts.</li> </ul>	• Same as Yellow	Debbie Smarr, Administrative Assistant	Thermometers	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	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.	<ul style="list-style-type: none"> <li>We will be continuing with recess and physical education activities as long as those activities limit physical contact, sharing materials and touching, when feasible.</li> <li>We will be sanitizing materials and equipment used in recess and physical education class, when feasible.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal	Disinfectant	No
Limiting the sharing of materials among students	<ul style="list-style-type: none"> <li>We will be sanitizing materials and equipment used in the classroom, when feasible.</li> <li>We will be keeping each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas when feasible.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal		No
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> <li>We will be limiting high-traffic, high-volume hallway use, when feasible, to increase social distancing.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal		No
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> <li>We will cooperate with the sending school districts.</li> </ul>	• Same as Yellow	Sending School Districts		No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> <li>We will be using rows all facing the same direction for seating configurations of desks and work areas, when feasible.</li> <li>We will be positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal		No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> <li>Before/after care programs will follow the same standards as during the school day.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal		No
Other social distancing and safety practices	<ul style="list-style-type: none"> <li>We will be limiting all field trips, inter-group activities, and extracurricular activities following the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of hand washing, and distancing.</li> </ul>	• Same as Yellow	Amy Hannis-Miskar, Principal		No

**How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?**

Students and staff will be educated on the signs and symptoms of COVID-19 and the procedures to follow should someone present with a possible infection. We will be relying on the parents as the primary caregiver to identify possible infections on a daily basis. Symptom screening should be done by all parents/guardians at home each morning before the school day. The School will provide follow-up monitoring within the building. All members of the school community, upon entrance into the school building will be required to have their temperature taken. Staff will be mandated to complete Diocesan survey to record daily temperature.

**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)?**

We will be relying on the parents as the primary caregiver to identify possible infections on a daily basis. Symptom screening should be done by all parents/guardians at home each morning before the school day. The School will provide follow-up monitoring within the building. All members of the school community, upon entrance into the school building will be required to have their temperature taken. Staff will be mandated to complete Diocesan survey to record daily temperature.

**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?**

Any student illness encountered during the school day will report to the main office & or medical personnel available. Should a student or staff member present with symptoms, St. Jerome Regional School staff will identify a room for quarantine until the student is picked up by a legal guardian or in the case of a staff member, they will be asked to leave and not permitted to return until testing is complete. The school will receive consultation and guidance from the PA Department of Health and interaction and direction with the Diocesan Office of Education regarding school closure or any change to school operations.

**Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?**

The teachers and staff members will all be required to report any perceived illness to the office. The office staff and safety coordinator will be responsible for making decisions regarding quarantine or isolation requirements of staff or students.

**What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?**

All individuals that present with the symptoms of COVID-19 will be asked to receive testing and not permitted back into the building without documentation from a certified physician. Staff who express concern or unable to return will be addressed on a case by case basis.

**How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?**

Saint Jerome Regional School will follow all guidelines as set by the PDE, CDC and the Diocesan Office of Education to determine how students will be able to return. Parents will be mandated, should their child be diagnosed with COVID-19 that a medical note be supplied to the school one day prior to the return to school. Medical note may be emailed or faxed to the school directly from the doctor's office. Students who express concerns about returning to school will be given the option to complete their classwork remotely.

**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?**

In the event someone is diagnosed with a case of COVID-19, we will follow the guidelines from the CDC and the Pennsylvania Department of Health for a return to school procedure. Families will be notified that a case has been confirmed within the building via our school's communication system after receiving guidance from the Office of Education.

**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?**

All staff will be trained on protocols for monitoring student and staff health. Training be provided before the start of the school year. Frequent staff meetings will review of procedures will help monitor the training.

### Monitoring Student and Staff Health

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> <ul style="list-style-type: none"> <li>• Will educate staff on the importance of staying home if symptomatic. • Will be requiring every day that the first teacher (home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurses office immediately if feeling symptomatic. • Will be taking the temperature of all individuals entering the building and require taking the temperature of all individuals who present with symptoms. •The school will share resources with the school community to help families understand when to keep children home AAP When to Keep Your Child Home</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Yellow</li> </ul>	<p>Amy Hannis-Miskar, Principal Keith Degler, Director of Facilities</p>	<p>Thermometers Personal Protective Equipment</p>	<p>No</p>
<p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <ul style="list-style-type: none"> <li>• We will be requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) report immediately to the office. • We will be providing appropriate PPE to staff and students in the nurse’s office and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure). • We will isolate such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse’s suite or other isolated area until he/she is dismissed from school. • Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting. • We will require any individual who is sent home with symptoms to secure a medical clearance prior to returning. • We will notify the Diocese of Allentown Office of Education of all positive COVID 19 tests and work with the Office of Education to notify staff and families of any confirmed cases while maintaining confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Yellow</li> </ul>	<p>Amy Hannis-Miskar, Principal</p>	<p>Quarantine Room Personal Protective Equipment Thermometers</p>	<p>Yes</p>
<p>Returning isolated or quarantined staff, students, or visitors to school</p> <ul style="list-style-type: none"> <li>• We will require medical clearance from the individuals primary care physician for any individual returning to school following isolation quarantine, or a positive COVID 19 test result. • The individuals primary care physician will support the school by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Yellow</li> </ul>	<p>Keith Degler, Director of Facilities</p>	<p>Education</p>	<p>Yes</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p> <ul style="list-style-type: none"> <li>• We will consult with the Diocese of Allentown Office of Education on any decision related to the closure of classrooms or the school. Schools have the flexibility if needed to close school buildings and utilize distance/remote learning as needed if there is a situation that requires that decision. (*If confirmed case of COVID-19 in the school</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Yellow</li> </ul>	<p>Amy Hannis-Miskar, Principal Keith Degler, Director of Facilities</p>	<p>Diocese of Allentown Approved Communication letters</p>	<p>No</p>



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>building possible Targeted Closure-Isolate and disinfect affected areas or possible Short-term Closure-Close for facility-wide deep cleaning). This may close certain homerooms for a designated amount of time. • Post a summary of the Health and Safety Plan on the school Website</p> <p>• Provide regular update information on the school website and in parent flyers/letters. • Prepare parents and families for remote learning if school is temporarily dismissed.</p> <p>• We will limit the public release of COVID 19-impacted student and staff names. • We will work in coordination with the Diocese of Allentown Office of Education specific to the public release of such protected information. • The Diocese of Allentown Office of Education will support the school and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.</p>	<p>• Same as Yellow</p>	<p>Amy Hannis-Miskar, Principal Keith Degler, Director of Facilities</p>		<p>Yes</p>

**What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**

At Saint Jerome Regional School, all students and staff will be required to have on their person the school issued face mask and/or other approved face mask at all times. All stakeholders will be required to wear the school issued face mask/and or face shield or other approved personal protective equipment at most times to help prevent the spread of certain diseases such as COVID-19. If there is a medical reason that the mask and/or face shield cannot be worn, we will require documentation in advance. Masks can be removed while at recess, physical education class and while eating. Although, masks must still be worn while moving to and from these areas.

**What special protocols will you implement to protect students and staff at higher risk for severe illness?**

We will also discourage the use of perfect attendance awards and incentives.

**How will you ensure enough substitute teachers are prepared in the event of staff illness?**

Within the building, we will utilize our staff as primary substitutes in the event a case is confirmed during the school day as well as post for applicants within our school and parish communities to increase our substitute options.

### Other Considerations for Students and Staff

Action Plan in Yellow Phase	Action Plan in 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	<ul style="list-style-type: none"> <li>Discourage the use of perfect attendance awards and incentives.</li> <li>Require staff who are at high risk to wear clear face shields or face masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.</li> </ul>	Same as Yellow	Amy Hannis-Miskar, Principal	Personal Protective Equipment	No
Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> <li>Require all staff to wear face masks or clear face shields, when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.</li> <li>Require individuals to possess a mask at all times (and to carry it with them at all times)</li> </ul>	Same as Yellow	Amy Hannis-Miskar, Principal	Personal Protective Equipment	No
Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> <li>All students will be required to have on their person the school issued face mask and/or other approved face mask at all times. All stakeholders will be required to wear the school issued face mask and/or face shield or other approved personal protective equipment at most times to help prevent the spread of certain diseases such as COVID-19. If there is a medical reason that the mask and/or face shield cannot be worn, we will require documentation in advance. Masks can be removed while at recess, physical education class and while eating as long as proper social distancing is being followed. Masks may also be removed if socially distanced at least 6 feet. Although, masks must still be worn while moving to and from these areas.</li> </ul>	Same as Yellow	Amy Hannis-Miskar, Principal	Personal Protective Equipment	No
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> <li>These precautions include: If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.</li> </ul>	Same as Yellow	Amy Hannis-Miskar, Principal		No
Strategic deployment of staff	<p>Within the building, we will utilize our staff as primary substitutes in the event a case is confirmed during the school day as well as post for applicants within our school and parish communities to increase our substitute options.</p>	Same as Yellow	Amy Hannis-Miskar, Principal		No

### Professional Development Topic

Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students	All Staff	Keith Degler, Facilities Director	In Person Training	Cleaning Products, Checklists	August 25, 2020	Ongoing

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
2	COVID-19 Safety Procedures for Businesses	All Staff	Diocese of Allentown Human Resources Office	In Writing, Email	Poster	6/26/20	6/26/20
3	COVID-19 Preparedness Plan for the Diocese of Allentown	All Staff	Diocese of Allentown Human Resources Office	Email, In Writing, Training Video	Plan, Acknowledgement Form, Covid-19 Questionnaire for Staff, Video	6/26/20	6/26/20
4	Implementing the SJRS Health and Safety Plan	All Staff	Amy Hannis-Miskar, Principal	Shared Documents and In Person Training	Document	August 25, 2020	Prior to the start of the school year

### Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Parent/Guardian Updates	Guardians	Amy Hannis-Miskar, Principal	Email, Voice Message, Newsletter, Website	March 12, 2020	Ongoing
2	Parent Survey	Guardians	Diocese of Allentown Office of Education	Email, Voice Message, Social Media	May 20, 2020	June 1, 2020
3	Committee Meetings	SJRS Committee	Amy Hannis-Miskar, Principal	Zoom, Email	June 30, 2020	Ongoing
4	Principal Meetings	Diocesan Principals	Diocese of Allentown Office of Education	Zoom, Email, Phone	June 9, 2020	Ongoing
5	Staff Updates	Staff	Amy Hannis-Miskar, Principal	Zoom, Email, Phone	March 12, 2020	Ongoing
6						

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

#### Strategies, Policies & Procedures

Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Saint Jerome Regional School plans to open school on August 31, 2020 on a daily basis with all registered students and staff. Our school building is large enough to accommodate our registered students in addition to the current complement of staff while maintaining the social distancing requirements established by the Diocesan Office of Education, the Commonwealth of Pennsylvania, and the CDC. Our planning committee consists of school administration, teachers, staff and parents. Guidance has also been received from the DOA. The plan will be reviewed by the DOA. A summary will be provided to all school parents via our parent communication system as well as posting it to the school website. Once open, Saint Jerome Regional School will continue to follow the guidelines as established by the Commonwealth of PA in determining the continued operation of the school building should changes need to occur that are related to the COVID-19 pandemic. Saint Jerome Regional School currently has a facilities director for the daily cleaning of the school. This service will continue to be provided throughout the summer and upcoming school year to ensure the building is cleaned and disinfected. We will use the disinfecting supplies approved by the CDC to ensure the disinfection of surfaces. Supplies will also be provided to each classroom teacher and staff that will provide the opportunity to disinfect whenever needed during the day. Through the School

Strategies, Policies & Procedures

Health and Safety Grant, supplies will be purchased and utilized by building maintenance to sanitize and disinfect the entire building. Disinfecting will occur when, but not limited to, before a common use surface is used by different students, food is consumed, or when deemed necessary by the teacher or staff. Wiping down all often utilized surfaces. Spraying will take place in larger areas. Students will be permitted and encouraged to provide their own water bottles to minimize the use of water fountains. All employees within the school organization will be trained on the disinfection of surfaces and how to identify the need to disinfect at the beginning of the school year. In addition, all students and staff will be trained on proper hand washing techniques to minimize the spread of diseases. Hand sanitizing stations will be installed in all common areas for use by all students, staff, and essential volunteers.

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

• We will have rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid "across the table" seating. • Desks and work areas will be positioned in staggered rows facing the same direction using social distancing, when feasible. • No less than 3 feet between desks for social distancing, to the maximum extent feasible. • Restrict interactions between groups of students • Limit gatherings, events and extracurricular activities to those that can maintain social distancing.

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

• We will be limiting the use of cafeterias and other congregate settings; recommend serving meals in settings where social distancing can be maintained. • Seating individuals in staggered arrangement to avoid "across-the-table" seating. • All individuals will be instructed to sanitize/wash hands before and after eating. • The food service department will continue with best practices for food service and food safety. • When serving meals in cafeteria: Spaced serving lines, Spaced seating (3 ft radius), Longer meal periods for more staggered meal delivery. Staff and students will be required to wash hands before and after meal service.

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

• All staff will be trained on healthy hygiene practices so they can teach these to students. • Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use hand sanitizer. CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs

• Post CDC Germs Are Everywhere and Wash Your Hands Posters in Cafeteria and Restrooms and other high traffic areas. CDC Germs are Everywhere CDC Wash Your Hands

Handling sporting activities through formal "Return to Play Plan".

• We will be continuing with recess and physical education activities as long as those activities limit physical contact, sharing materials and touching, when feasible. • We will be sanitizing materials and equipment used in recess and physical education class, when feasible. • We will be limiting nonessential visitors and volunteers and activities that involve other groups. • Require all visitors/volunteers to comply with all school screening and monitoring processes. • Requiring a visitor/volunteer log in the event contact tracing is required. • Will not schedule large group activities including but not limited to assemblies, dances, concerts, and theater.

Limiting the sharing of materials among students

• Will be sanitizing materials and equipment used in the classroom, when feasible. • Will instruct the students to keep each student's belongings separated from others' and in individually labeled containers, cubbies, lockers or other areas when feasible.

Staggering the use of communal spaces and hallways

• Will be limiting high-traffic, high-volume hallway use, when feasible, to increase social distancing.

Adjusting transportation schedules and practices to create social distance between students

• We will cooperate with the sending school districts.

## Strategies, Policies & Procedures

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

- We will be using rows all facing the same direction for seating configurations of desks and work areas, when feasible. • We will be positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible. • No less than 3 feet, to the maximum extent feasible.

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

- Before/after care programs will follow same standards as during the school day.

Other social distancing and safety practices

- Will be limiting all field trips, inter-group activities, and extracurricular activities following the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of hand washing, and distancing.

## Monitoring Student and Staff Health

### Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

- Will be educating staff on the importance of staying home if symptomatic. • Will requiring every day that the first teacher (home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the nurses office immediately if feeling symptomatic. • Will be taking the temperature of all individuals entering the building and require taking the temperature of all individuals who present with symptoms. •The school will share resources with the school community to help families understand when to keep children home AAP When to Keep Your Child Home

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

- Will be requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) report immediately to the office. • Will be providing appropriate PPE to staff and students in the nurse's office and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure). • Will be isolating such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse's suite or other isolated area until he/she is dismissed from school. • Close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting. • We will be requiring any individual who is sent home with symptoms to secure a medical clearance prior to returning. • We will be notifying the Diocese of Allentown Office of Education of all positive COVID 19 tests and will work with the Office of Education to notify staff and families of any confirmed cases while maintaining confidentiality.

Returning isolated or quarantined staff, students, or visitors to school

- We will be requiring medical clearance from the individuals primary care physician for any individual returning to school following isolation quarantine, or a positive COVID 19 test result. • The individuals primary care physician will support the school by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols

- We will be consulting with the Diocese of Allentown Office of Education on any decision related to the closure of classrooms or the school. Schools have the flexibility if needed to close school buildings and utilize distance/remote learning as needed if there is a situation that requires that decision. (\*If confirmed case of COVID-19 in the school building possible Targeted Closure-Isolate and disinfect affected areas or possible Short-term Closure-Close for facility-wide deep cleaning). This may close certain homerooms for a designated amount of time. • Post a summary of the Health and Safety Plan on the school Website • Provide regular update information on the school website and in parent flyers/letters. • Prepare parents and families for remote learning if school is temporarily dismissed.

## Other Considerations for Students and Staff

### Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

- Discourage the use of perfect attendance awards and incentives.
- Requiring staff who are at high risk to wear clear face shields or face masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.

Use of face coverings (masks or face shields) by all staff

- Requiring all staff to wear face masks or clear face shields, when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.
- Requiring individuals to possess a mask at all times (and to carry it with them at all times)

Use of face coverings (masks or face shields) by older students (as appropriate)

- All students will be required to have on their person the school issued face mask and/or other approved face mask at all times. All stakeholders will be required to wear the school issued face mask and/or face shield or other approved personal protective equipment at most times to help prevent the spread of certain diseases such as COVID-19. If there is a medical reason that the mask and/or face shield cannot be worn, we will require documentation in advance. Masks can be removed while at recess, physical education class and while eating as long as proper social distancing is being followed. Although, masks must still be worn while moving to and from these areas.

Unique safety protocols for students with complex needs or other vulnerable individuals

- If a sink is available in the classroom, staff should thoroughly wash hands immediately before and after working with a student.

Strategic deployment of staff

Within the building, we will utilize our staff as primary substitutes in the event a case is confirmed during the school day as well as post for applicants within our school and parish communities to increase our substitute options.

Plan Submitted By- Saint Jerome Regional School

Submission Date-June 30, 2020 13:50

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7/24/20