



Phased School Reopening Health and Safety Plan Russell Byers Charter School

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

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

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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: (Russell Byers Charter School)

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

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

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

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

Type of Reopening

Key Questions

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

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- 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): (November 3, 2020, if possible)

Pandemic Coordinator/Team

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

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

| Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities (Options Above) |
|-----------------|-------------------------------|-------------------------------------------------------------|
| Dr. Carol Domb | Pandemic Coordinator | Health and Safety Plan Development |
| Abby Baker | Principal | Both (Plan Development and Response Team) |
| Corey Turkish | Principal | Both (Plan Development and Response Team) |
| Dr. Tracey Lank | Special Education | Both (Plan Development and Response Team) |

| | | |
|-----------------|--------------------------------|-------------------------------------------|
| Debbie Sperbeck | School Services | Both (Plan Development and Response Team) |
| Ty Ivery | Operations | Health and Safety Plan Development |
| Marc O'Connor | Technology | Both (Plan Development and Response Team) |
| David Rosario | Safety and Climate Coordinator | Both (Plan Development and Response Team) |
| Mary McBride | Nurse | Response Team |

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:

To ensure that Russell Byers Charter School meets the guidelines for sanitizing and disinfecting as identified by the Center for Disease Control (CDC) and the Public Health Department we have contracted with a new cleaning company - CJ Maintenance. Our building will be prepared for school reopening with continual cleaning and disinfecting daily. We will be implementing the following guidelines to prevent the spread of COVID-19:

- Installation of air scrubbers to improve air quality. This will be in addition to our normal system that maintains cooling and heating in the building.
- Each student will be equipped with a cough/sneeze guard to place on their desk.
- Classrooms will be equipped with hand sanitizer and disinfectant supplies
- Hand sanitizer will be available in all communal spaces; such as, teacher lounge, copier stations, multipurpose room and lobby areas.
- High touch areas will be disinfected at least every four hours.
- Signage will be posted throughout our school with expectations to prevent the spread of COVID-19.
- Student bathrooms are equipped with no touch faucets and no touch hand dryers.
- Bathrooms will be monitored and frequently cleaned throughout the day
- Training will be conducted on hygiene practices for both students and staff

| 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>All highly touched areas will be sanitized every 4 hours.</p> <p>Teachers will be required to create breaks during their instructional day to have students sanitize their personal space.</p> <p>Each classroom and office will be supplied with paper towels and disinfecting liquid.</p> <p>Students will be encouraged to bring their own water bottle instead of using the school's water fountain.</p> <p>Student bathrooms are equipped with sensor sinks, toilets and urinals.</p> | <p>All highly touched areas will be sanitized every 4 hours.</p> <p>Teachers will be required to create breaks during their instructional day to have students sanitize their personal space.</p> <p>Each classroom and office will be supplied with paper towels and disinfecting liquid.</p> <p>Students will be encouraged to bring their own water bottle instead of using the school's water fountain.</p> <p>Student bathrooms are equipped with sensor sinks, toilets and urinals.</p> | <p>Director of Operations</p> | <p>Disinfecting spray paper towels</p> | <p>N</p> |
| <p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p> | <p>Hand sanitizing stations will be available in communal spaces and hallways.</p> <p>All staff will be required to have a hand sanitizing station within their classroom and office.</p> <p>Teachers with windows that vent to the outside will be encouraged to keep windows open for ventilation.</p> <p>Teachers will be required to wipe down student desks, teacher desks, light switches and any</p> | <p>Hand sanitizing stations will be available in communal spaces and hallways.</p> <p>All staff will be required to have a hand sanitizing station within their classroom and office.</p> <p>Teachers with windows that vent to the outside will be encouraged to keep windows open for ventilation.</p> <p>Teachers will be required to wipe down student desks, teacher desks, light switches and any</p> | <p>Director of Operations</p> | <p>Hand sanitizer Hand sanitizer station posters Air Scrubbers</p> | <p>N</p> |

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| | <p>other highly touched area within the classroom at the end of each day of learning.</p> <p>Russell Byers CS will install air scrubbers to support air ventilation within the building.</p> | <p>other highly touched area within the classroom at the end of each day of learning.</p> <p>Russell Byers CS will install air scrubbers to support air ventilation within the building.</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:

Learning Environment

In the coming year students will be expected to participate in learning five days per week whether we are engaged in a hybrid model or digital/virtual model. The hybrid model includes both face to face learning and virtual/digital learning while providing extensive health and safety measures to promote a healthy learning and working environment for everyone. The virtual/digital model will provide 100% virtual/digital offering a combination of synchronous and asynchronous instruction. Whether students participate in the hybrid model or 100% virtual/digital model, daily attendance will be taken.

The plan below provides detailed information in preparation for our school opening.

100% Virtual/Digital Learning for students 5K - Grade 8

Students at RBCS grades 5K - grade 8 will engage in 100% virtual/digital learning from the start of school - August 31st through the end of the first marking period - October 30th. Parents in 4K have the option of hybrid - face to face or 100% virtual/digital model. Students receiving supplemental special education services will have the option of participating in a 100% virtual/digital model or face to face learning 4 days per week. We will reassess our situation at the end of the first marking period to determine if we are able to provide face to face instruction using a hybrid model for the second marking period for all our students.

The 100% virtual/digital model will provide students with a detailed schedule that includes both synchronous and asynchronous learning opportunities. A detailed packet of information that includes schedules, class assignment and expectations will be distributed prior to the start of the school year. Students will be expected to participate in both the synchronous and asynchronous learning activities everyday. Attendance will be taken each instructional period to confirm student participation.

Enabling Virtual/Digital Learning

Access to a device and internet connection is critical for digital learning to be successful. To date any student that has requested a Chromebook has received one. We are committed to ensuring that all of our students have access to a device. We will provide a device for any student that did not receive one. Specific dates and times for distribution will be provided.

Hybrid Model

Our hybrid model will assign all students 4K - 8 two days of face-to-face learning and three days of digital learning for the days they are not in the building.

The table demonstrates the day to day split of face-to-face and digital learning:

| Groups | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|---------|---------|-----------|----------|---------|
| Group A | FTF | FTF | Digital | Digital | Digital |
| Group B | Digital | Digital | Digital | FTF | FTF |

Students will be assigned either an A schedule or B schedule. Siblings in a household will be assigned the same schedule.

School Operations

School Arrival

Our students travel to school in various ways: yellow school bus, SEPTA, walking, or personal vehicle. A staggered schedule will be provided to maximize social distancing requirements. Our expectation is that all family members must adhere to the Health and Safety measures put in place to maintain a healthy learning environment.

Students traveling on a yellow school bus will be required to follow the guidelines below:

- Families conduct a daily screening of their children at home before they leave for school
- Masks or approved face coverings are required to be worn while riding a yellow school bus
- Hand sanitizer will be applied to children’s hands before boarding the bus
- There will be assigned seats, and social distancing will be implemented
- Revised procedures for loading and unloading will be implemented
- Enhanced cleaning protocols will be followed

Once students enter the school, there will be processes and procedures in place to ensure hands are cleaned prior to reporting to their classroom.

School Day - Hybrid Model

Throughout the school day, students and staff will be expected to follow social distancing parameters as indicated with signage and floor decals, and adhering to the directions with traffic flow through the halls and stairways. In addition, various health and safety protocols for classrooms, lunchrooms, and common areas will provide guidance to students and staff.

Students and staff will be expected to follow the specific guidelines when moving around the school. These include:

- All students and staff are expected to wear masks or approved face coverings.
- Follow the signage, floor decals, to remind everyone of the requirement to maintain 6 feet of social distancing.
- Students and staff that require the use of an elevator will adhere to capacity rules with a maximum of two people.
- Timing of use of restrooms will be monitored to minimize the number of students in restrooms and hallways at any given time.

Students and staff will be expected to follow the specific guidelines when moving in the classroom. In addition all classrooms will be equipped with cleaning supplies and hand sanitizer.

- Desks will be spaced to meet the social distancing requirement.
- All desks will face the same direction.
- Each desk will be equipped with an individual cough/sneeze guard
- Students will sit in assigned seats.
- Decals and visual aides will illustrate the direction of movement in the classroom.
- Students will have their own materials and supplies to eliminate sharing of materials.
- All classroom rugs, curtains, and any other soft materials have been removed due to disinfecting challenges.
- Staff and students should minimize clutter in classroom and on desktops to allow our cleaning company the ability to achieve maximum cleaning and disinfecting.
- Students will remain in their classrooms for most of the school day. When possible classes will have the opportunity to go outside while practicing social distancing.
- Breakfast will be grab-and-go. Lunch will be delivered to classrooms.

School Dismissal

Similar to school arrival school dismissal will be staggered to promote social distancing. Families will be provided with our staggered schedule to accommodate the various modes of transportation.

Classroom or School Building Closure

Guidance regarding the closure of school or dismissal of a classroom due to COVID-19 will be provided by the Department of Public Health. The decision to close or dismiss students and staff does not rest with the Russell Byers Charter School. This decision will be made with direction from the Department of Public Health.

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
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| <p>* 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>Russell Byers CS is requiring each classroom will have one student per desk or table.</p> <p>Students will need to sit at desks/tables facing the same direction.</p> <p>Students should sit at least 6ft apart. If this cannot be acquired, students should sit at least a minimum of 4ft apart.</p> <p>Russell Byers recommends rugs be rolled up and not used due to difficulty being sanitized. Curtains and hanging fabric will be prohibited due to difficulty sanitizing.</p> | <p>Russell Byers CS is requiring each classroom will have one student per desk or table.</p> <p>Students will need to sit at desks/tables facing the same direction.</p> <p>Students should sit at least 6ft apart. If this cannot be acquired, students should sit at least a minimum of 4ft apart.</p> <p>Russell Byers recommends rugs be rolled up and not used due to difficulty being sanitized. Curtains and hanging fabric will be prohibited due to difficulty sanitizing.</p> | <p>School Principals/Director of Operations</p> | <p>Model Classrooms</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>The lunchroom will be closed and food will be served within the classrooms.</p> <p>Breakfast and lunch will be eaten within the classrooms. All school meals will be packed in disposable bags. Breakfast will be served as a Grab and Go. Lunch will be pre-packaged and delivered to the classrooms.</p> | <p>The lunchroom will be closed and food will be served within the classrooms.</p> <p>Breakfast and lunch will be eaten within the classrooms. All school meals will be packed in disposable bags. Breakfast will be served as a Grab and Go. Lunch will be pre-packaged and delivered to the classrooms.</p> | <p>Coordinator of School Climate and Safety</p> | | <p>N</p> |

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| | <p>Students will be encouraged to bring their own lunches inside disposable containers/bags. Students depending upon outside food must have it packed with them upon arrival. Families will not be permitted to send food to school through a food delivery app.</p> <p>Staff who order food outside of the school from a food delivery app will need to receive their food outside the school building. Delivery persons will not be permitted within the building.</p> <p>Staff will not be permitted to order food for students.</p> | <p>Students will be encouraged to bring their own lunches inside disposable containers/bags. Students depending upon outside food must have it packed with them upon arrival. Families will not be permitted to send food to school through a food delivery app.</p> <p>Staff who order food outside of the school from a food delivery app will need to receive their food outside the school building. Delivery persons will not be permitted within the building.</p> <p>Staff will not be permitted to order food for students.</p> | | | |
| <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> | <p>Hand sanitizing stations will be required within ALL offices and classrooms. Hand sanitizing stations will be created in ALL communal spaces.</p> <p>Staff and students should sanitize their hands every half an hour to an hour. In addition, staff and students will be required to wash their hands after each use of the bathroom.</p> <p>Teachers will be required to schedule sanitizing times so students can wipe down their</p> | <p>Hand sanitizing stations will be required within ALL offices and classrooms. Hand sanitizing stations will be created in ALL communal spaces.</p> <p>Staff and students should sanitize their hands every half an hour to an hour. In addition, staff and students will be required to wash their hands after each use of the bathroom.</p> <p>Teachers will be required to schedule sanitizing times so students can wipe down their</p> | <p>School Principals/ Coordinator of School Climate and Safety</p> | <p>Hand-sanitizer</p> | <p>N</p> |

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| | <p>desk, chairs and highly touch areas within the classroom.</p> <p>Hand sanitizer will be placed at all copier machines.</p> | <p>desk, chairs and highly touch areas within the classroom.</p> <p>Hand sanitizer will be placed at all copier machines.</p> | | | |
| <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> | <p>Signage in the bathrooms, hallways, entrances, classrooms and all communal spaces for COVID-19 prevention will be posted. The signage will consist of the following: Handwashing hygiene, mask wearing, staying 6-feet apart, hand sanitizing station, one-way transition.</p> | <p>Signage in the bathrooms, hallways, entrances, classrooms and all communal spaces for COVID-19 prevention will be posted. The signage will consist of the following: Handwashing hygiene, mask wearing, staying 6-feet apart, hand sanitizing station, one-way transition.</p> | <p>Director of Operations</p> | <p>AlphaGraphics, floor decal and wall decal</p> <p>Posters (Created by RBCS)</p> | <p>N</p> |
| <p>* Identifying and restricting non-essential visitors and volunteers</p> | <p>Non-school organizations will be restricted to visiting.</p> <p>Essential visitors will be restricted to contractors and maintenance. All other visitors will be restricted from entering the building.</p> <p>Food delivery persons from convenient food apps will be restricted from entering the school building.</p> | <p>Non-school organizations will be restricted to visiting.</p> <p>Essential visitors will be restricted to contractors and maintenance. All other visitors will be restricted from entering the building.</p> <p>Food delivery persons from convenient food apps will be restricted from entering the school building.</p> | <p>Coordinator of School Climate and Safety/School Principals</p> | <p>Letter to organizations restricted access</p> | <p>N</p> |
| <p>* Handling sporting activities for recess and physical education classes consistent with the</p> | <p>Recess will be an in-class 15 minute session. This is designed to safely reduce student transitional movement.</p> | <p>Recess will be an in-class 15 minute session. This is designed to safely reduce student transitional movement.</p> | <p>School Principals/ Coordinator of School Climate and Safety</p> | <p>Disinfectant spray Paper towels</p> | |

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| <p>CDC Considerations for Youth Sports</p> | <p>Students will continue to have gym within the multipurpose room. Students will need to social distance and wear a face covering while participating in physical education. Objects used during PE will need to be sanitized after each class period.</p> <p>All organized sports for RBCS will be canceled for the school year.</p> | <p>Students will continue to have gym within the multipurpose room. Students will need to social distance and wear a face covering while participating in physical education. Objects used during PE will need to be sanitized after each class period.</p> <p>All organized sports for RBCS will be canceled for the school year.</p> | | | |
| <p>Limiting the sharing of materials among students</p> | <p>Teachers will individualize students' consumable materials. Materials will be stored within each students' personal bin, bag or container.</p> <p>Students' personal belongings will be stored within their personal cubb or /locker during the duration of the school day. Transitions to cubbies and lockers will be limited.</p> <p>School supplies will be provided by Russell Byers CS. Each student will receive the supplies they need.</p> | <p>Teachers will individualize students' consumable materials. Materials will be stored within each students' personal bin, bag or container.</p> <p>Students' personal belongings will be stored within their personal cubb or /locker during the duration of the school day. Transitions to cubbies and lockers will be limited.</p> <p>School supplies will be provided by Russell Byers CS. Each student will receive the supplies they need.</p> | <p>Director of Operations/ School Principals</p> | <p>Backpacks filled with school supply kits (pencils, folders, composition books, individual sharpener, crayons, highlighters, personal pencil case, erasers, pens, color pencils). Teachers will add items based on the grade and need.</p> | |
| <p>Staggering the use of communal spaces and hallways</p> | <p>Stairwells will be directed as one-way. One stairwell will be dedicated for transitioning up the building and the other stairwell will be dedicated for going down.</p> <p>Bathroom Breaks for students will be strictly monitored and charted for safety.</p> | <p>Stairwells will be directed as one-way. One stairwell will be dedicated for transitioning up the building and the other stairwell will be dedicated for going down.</p> <p>Bathroom Breaks for students will be strictly monitored and charted for safety.</p> | <p>Director of Operations/ Coordinator of School Climate and Safety</p> | | |

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| | <p>Staff and students will be restricted to using communal space as a work area.</p> <p>Only two individuals can ride the passenger elevator at a time. The freight elevator will be closed off to staff;except for, administration and the maintenance. Only three individuals can ride the freight elevator at a time for social distancing.</p> | <p>Staff and students will be restricted to using communal space as a work area.</p> <p>Only two individuals can ride the passenger elevator at a time. The freight elevator will be closed off to staff;except for, administration and the maintenance. Only three individuals can ride the freight elevator at a time for social distancing.</p> | | | |
| <p>Adjusting transportation schedules and practices to create social distance between students</p> | <p>Transportation is provided by the School District of Philadelphia. SDP has moved transportation to a three tier model where K-8 charter schools (3rd tier) will have their bell schedule adjusted to 7:30 am to 3:00 pm. This will support in transporting students to all schools, keeping social distancing in mind. Russell Byers CS falls in this tier.</p> <p>369 Russell Byers CS students in grades 1-6 will be transported by school bus. Students will have to social distance by seating in every other seat. Groups of family will be able to sit together.</p> <p>Russell Byers CS students in grades 7 and 8 will receive SEPTA transpass and take public transportation. Students who take SEPTA will enter and depart exclusively through the Cherry Street entrance.</p> <p>The school's play deck will be</p> | <p>Transportation is provided by the School District of Philadelphia. SDP has moved transportation to a three tier model where K-8 charter schools (3rd tier) will have their bell schedule adjusted to 7:30 am to 3:00 pm. This will support in transporting students to all schools, keeping social distancing in mind. Russell Byers CS falls in this tier.</p> <p>369 Russell Byers CS students in grades 1-6 will be transported by school bus. Students will have to social distance by seating in every other seat. Groups of family will be able to sit together.</p> <p>Russell Byers CS students in grades 7 and 8 will receive SEPTA transpass and take public transportation. Students who take SEPTA will enter and depart exclusively through the Cherry Street entrance.</p> <p>The school's play deck will be</p> | <p>Director of Operations/Climate and Safety Coordinator</p> | <p>Schedules of arrival and dismissal procedures</p> | <p>Y</p> |

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| | <p>closed during arrivals to avoid unintentional congregation of students and their families.</p> <p>4-Year Kindergarten and 5-Year Kindergarten students will have a 8:30 am arrival time.</p> <p>4-Year Kindergarten Dismissal will begin at 2:30pm</p> <p>Dismissal for school buses will begin at 2:45 pm daily on the Arch Street entrance.</p> <p>Parent pick-up for walkers and car riders will begin at 3:00 pm on the Arch Street entrance.</p> <p>Students traveling by SEPTA will depart through the Cherry Street entrance.</p> | <p>closed during arrivals to avoid unintentional congregation of students and their families.</p> <p>4-Year Kindergarten and 5-Year Kindergarten students will have a 8:30 am arrival time.</p> <p>4-Year Kindergarten Dismissal will begin at 2:30pm</p> <p>Dismissal for school buses will begin at 2:45 pm daily on the Arch Street entrance.</p> <p>Parent pick-up for walkers and car riders will begin at 3:00 pm on the Arch Street entrance.</p> <p>Students traveling by SEPTA will depart through the Cherry Street entrance.</p> | | | |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | Russell Byers CS will move into a hybrid model for the 2020-2021 SY when possible with half of the student population attending on either A or B days for 4 days per week, leaving one day virtual for instruction, meetings, professional development and deep cleaning. | Russell Byers CS will move into a hybrid model for the 2020-2021 SY when possible with half of the student population attending on either A or B days for 4 days per week, leaving one day virtual for instruction, meetings, professional development and deep cleaning. | | | |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of | <p>Transportation is provided by the School District of Philadelphia.</p> <p>RBCS school calendar has been revised to accommodate remote learning. ALL professional development will take place on</p> | <p>Transportation is provided by the School District of Philadelphia.</p> <p>RBCS school calendar has been revised to accommodate remote learning. ALL professional development will take place on</p> | Director of Operations/Principals | | N |

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|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|---|
| operation or modified school-year calendars | Wednesdays, while students are participating in remote learning. | Wednesdays, while students are participating in remote learning. | | | |
| Other social distancing and safety practices | <p>Hand shaking and other contact greetings will be restricted.</p> <p>Sneeze guards were installed at the Arch Street entrance and Cherry Street entrance.</p> <p>Desk sneeze guards will be provided for the speech therapist, occupational therapist and psychologist for testing and therapy.</p> | <p>Hand shaking and other contact greetings will be restricted.</p> <p>Sneeze guards were installed at the Arch Street entrance and Cherry Street entrance.</p> <p>Desk sneeze guards will be provided for the speech therapist, occupational therapist and psychologist for testing and therapy.</p> | Director of Operations | Cough and Sneeze guards | N |

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 confirm to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to or uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?

- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

All Staff need to take steps to protect themselves which includes the use of protective face coverings per CDC guidelines. It's critical that Staff not report to work while they are experiencing illness symptoms such as a fever of 100.4 degrees or higher, shortness of breath, difficulty breathing, dry cough, body aches, chills, fatigue, loss of sense of smell or taste. Staff should not return to work until at least 3 days (72 hours) have passed since recovery. This is defined as a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms which may include coughing and shortness of breath.

In addition, ALL Staff will have their temperature checked before entering the building. A Staff member will not be allowed to continue with work if they possess a temperature of 100.4 degrees or higher. The same protocols for returning to work will apply to any Staff experiencing COVID-19 symptoms. Staff should seek medical attention if they develop these symptoms.

Prior to traveling to school, parents/guardians will be required to conduct a daily PreArrival Screening at home which involves taking temperatures daily and monitoring for the symptoms identified below. If any of the following are true, the parent/guardian must keep the student at home and contact the school further instructions.

- Fever of 100.4 °F or greater, new onset of cough, or shortness of breath unrelated to a pre-existing condition, OR
- Two of the following symptoms: o sore throat, o chills, o headache, o muscle pain, o loss of taste or smell, OR
- Close contact with a person diagnosed with COVID-19

If a student experiences the onset of symptoms while being transported to school they should inform their parent/guardian, bus driver or bus attendant. Upon arrival at school, the bus driver or attendant will inform your school's Pandemic Coordinator at the school. The student will be accompanied to the Wellness Center by a Staff member for assessment.

If a student experiences the onset of symptoms while being transported to home they should inform their driver. The parent/guardian should contact their health provider and inform your school's Pandemic Coordinator of the plan for the student.

| 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) |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------|-------------------|
| * Monitoring students and staff for symptoms and history of exposure | RBCS will rely on parents to monitor students' temperature before traveling to school. Staff temperature will be checked each day when entering the school building. In addition, staff will self monitor and report any health concerns to the nurse. | RBCS will rely on parents to monitor students' temperature before traveling to school. Staff temperature will be checked each day when entering the school building. In addition, staff will self monitor and report any health concerns to the nurse. | Coordinator of School Climate and Safety | No contact thermometer | N |
| * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | The school's conference room (located on the first floor) will be used as the quarantine room. If a student, staff or visitor is sick, he or she will be moved into this room and stay until they are able to depart. Once gone, the room will be properly cleaned and sanitized. | The school's conference room (located on the first floor) will be used as the quarantine room. If a student, staff or visitor is sick, he or she will be moved into this room and stay until they are able to depart. Once gone, the room will be properly cleaned and sanitized. | | Quarantine sign | N |
| * Returning isolated or quarantined staff, students, or visitors to school | Must be fever free over 72 hours. Must be feeling well and free from symptoms. | | | | |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | The Parent Handbook will include an appendix for all Covid-19 Based Changes so that they can inform these outside serving agencies of the changes. Parent Handbooks posted on our school's website. | The Parent Handbook will include an appendix for all Covid-19 Based Changes so that they can inform these outside serving agencies of the changes. Parent Handbooks posted on our school's website. | | | |
| Other monitoring and screening practices | | | | | |

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 support for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

As outlined by the CDC and the Public Health Department, routine hygiene is the best practice to protect against COVID-19.

Everyone entering the building will be required to:

- Wear a face mask or face covering that covers the mouth and nose
- Daily screening of all adults entering the building. This will include temperature checks, monitoring for COVID-19 symptoms, and recent exposure to someone diagnosed with COVID-19. Families are required to conduct the same daily screening of their children at home, before their children leave for school.
- Frequent hand washing or sanitizing - upon arrival, before eating, before taking off and putting on face covering, and when using the restroom
- Avoid touching eyes, nose and mouth
- Practice good respiratory hygiene - including covering coughs and sneezes with a tissue or elbow

In addition both staff and students must stay home if they are feeling sick or have any symptoms associated with COVID-19.

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|-------------------|
| * Protecting students and staff at higher risk for severe illness | Staff and students with comorbidity health conditions will need to alert the Director of Admissions and School Services (HR) for accommodations for proper safety and wellness protocols to work and learn in a safe environment. | Staff and students with comorbidity health conditions will need to alert the Director of Admissions and School Services (HR) for accommodations for proper safety and wellness protocols to work and learn in a safe environment. | Director of Admissions and School Services (HR) | Cough and Sneeze guards | N |

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| * Use of face coverings (masks or face shields) by all staff | All staff will be required to wear a face shield. Face shields will be provided by Russell Byers CS. | All staff will be required to wear a face shield. Face shields will be provided by Russell Byers CS. | CEO/Director of Operations | Face shields Disposable face mask latex free gloves | N |
| * Use of face coverings (masks or face shields) by older students (as appropriate) | All students will be required to wear a face mask or face covering. Disposable masks will be made available by the school if students forget/lose/break their mask traveling to school or break their mask during the course of school day. | All students will be required to wear a face mask or face covering. Disposable masks will be made available by the school if students forget/lose/break their mask traveling to school or break their mask during the course of school day. | School Principals/ Coordinator of School Climate and Safety | Disposable face mask | N |
| Unique safety protocols for students with complex needs or other vulnerable individuals | Any student with a preexisting condition/medical condition, such as asthma, truma (with documentation), will be allowed to not wear a mask but a face shield. This will be provided by the family. If the family cannot provide a face shield, RBCS will provide one. | Any student with a preexisting condition/medical condition, such as asthma, truma (with documentation), will be allowed to not wear a mask but a face shield. This will be provided by the family. If the family cannot provide a face shield, RBCS will provide one | School Nurse | Face shields | N |
| Strategic deployment of staff | RBCS support personnel will be generously deployed strategically throughout the school day to support the schools safety plan. This primarily includes Classroom assistants, CA teachers and School Deans and Counselors. All other personnel will be called upon as needed as part time assistants. | RBCS support personnel will be generously deployed strategically throughout the school day to support the schools safety plan. This primarily includes Classroom assistants, CA teachers and School Deans and Counselors. All other personnel will be called upon as needed as part time assistants. | Coordinator of School Climate and Safety | | Y |

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 |
|------------------------------------------------|----------|---------------------------------------------------|-------------------------------|-----------------------------------------------|------------|-----------------|
| Arrivals/Dismissals/Staff Deployment | Staff | David A Rosario Climate and Safety Coordinator | Informational and interactive | Slides and Electronic copy | Mid August | Mid August |
| Code of Conduct | Staff | David A Rosario Climate and Safety Coordinator | Informational and Interactive | Electronic Copy of Board Approved CoC | Mid August | Mid August |
| Phased School Reopening Health and Safety Plan | Staff | CEO/Coordinator of School Climate and Safety | Informational | Electronic Copy of Board Approved Safety Plan | Mid August | Mid August |
| Employee Handbook | Staff | CEO/Principals | Informational | Electronic Copy of Board Approved Handbook | Mid August | Mid August |
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Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is

particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

| Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
|------------------------------------------------|----------------------------------------------------|------------------------------------------|----------------------------------------------------|----------------|--------------------|
| Phased School Reopening Health and Safety Plan | All Stakeholders | Dr. Carol Domb, CEO | Website | August 5, 2020 | August 13, 2020 |
| Revised School Calendar | All Stakeholders | Dr. Carol Domb, CEO | Website | July 10, 2020 | July 27, 2020 |
| Reopening Plan for Hybrid and Virtual Learning | All Stakeholders | Corey Turkish and Abby Baker, Principals | Virtual Meetings | July 10, 2020 | Ongoing |
| Transportation | School District of Philadelphia, Parents, Students | Ty Ivery, Director of Operations | Constant Contact/Emails, Virtual Meetings, Website | July 10, 2020 | Ongoing |
| Food Distribution | Parents and Students | Ty Ivery, Director of Operations | Constant Contact, Virtual Meetings, Website | August 5, 2020 | June 2021 |
| Chromebook Distribution | Parents and Students | Marc O'Connor, Director of Technology | Constant Contact/Emails | August 5, 2020 | September 20, 2020 |

Health and Safety Plan Summary: (Russell Byers Charter School)

Anticipated Launch Date: (August 17, 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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>To ensure that Russell Byers Charter School meets the guidelines for sanitizing and disinfecting as identified by the Center for Disease Control (CDC) and the Public Health Department we have contracted with a new cleaning company - CJ Maintenance. Our building will be prepared for school reopening with continual cleaning and disinfecting daily. We will be implementing the following guidelines to prevent the spread of COVID-19:</p> <ul style="list-style-type: none"> ● Installation of air scrubbers to improve air quality. This will be in addition to our normal system that maintains cooling and heating in the building. ● Each student will be equipped with a cough/sneeze guard to place on their desk. ● Classrooms will be equipped with hand sanitizer and disinfectant supplies ● Hand sanitizer will be available in all communal spaces; such as, teacher lounge, copier stations, multipurpose room and lobby areas. ● High touch areas will be disinfected at least every four hours. ● Signage will be posted throughout our school with |

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| | <p>expectations to prevent the spread of COVID-19.</p> <ul style="list-style-type: none"> ● Student bathrooms are equipped with no touch faucets and no touch hand dryers. ● Bathrooms will be monitored and frequently cleaned throughout the day ● Training will be conducted on hygiene practices for both students and staff |
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Social Distancing and Other Safety Protocols

| Requirement(s) | Strategies, Policies and Procedures |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <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>Learning Environment</p> <p>In the coming year students will be expected to participate in learning five days per week whether we are engaged in a hybrid model or digital/virtual model. The hybrid model includes both face to face learning and virtual/digital learning while providing extensive health and safety measures to promote a healthy learning and working environment for everyone. The virtual/digital model will provide 100% virtual/digital offering a combination of synchronous and asynchronous instruction. Whether students participate in the hybrid model or 100% virtual/digital model, daily attendance will be taken.</p> <p>The plan below provides detailed information in preparation for our school opening.</p> <p>100% Virtual/Digital Learning for students 5K - Grade 8</p> |

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

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

Other social distancing and safety practices

Students at RBCS grades 5K - grade 8 will engage in 100% virtual/digital learning from the start of school - August 31st through the end of the first marking period - October 30th. Parents in 4K have the option of hybrid - face to face or 100% virtual/digital model. Students receiving supplemental special education services will have the option of participating in a 100% virtual/digital model or face to face learning 4 days per week. We will reassess our situation at the end of the first marking period to determine if we are able to provide face to face instruction using a hybrid model for the second marking period for all our students.

The 100% virtual/digital model will provide students with a detailed schedule that includes both synchronous and asynchronous learning opportunities. A detailed packet of information that includes schedules, class assignment and expectations will be distributed prior to the start of the school year. Students will be expected to participate in both the synchronous and asynchronous learning activities everyday. Attendance will be taken each instructional period to confirm student participation.

Enabling Virtual/Digital Learning

Access to a device and internet connection is critical for digital learning to be successful. To date any student that has requested a Chromebook has received one. We are committed to ensuring that all of our students have access to a device. We will provide a device for any student that did not receive one. Specific dates and times for distribution will be provided.

| Groups | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|---------|---------|-----------|----------|---------|
| Group A | FTF | FTF | Digital | Digital | Digital |
| Group B | Digital | Digital | Digital | FTF | FTF |

Students will be assigned either an A schedule or B schedule. Siblings in a household will be assigned the same schedule.

School Operations

School Arrival

Our students travel to school in various ways: yellow school bus, SEPTA, walking, or personal vehicle. A staggered schedule will be provided to maximize social distancing requirements. Our expectation is that all family members must adhere to the Health and Safety measures put in place to maintain a healthy learning environment.

Students traveling on a yellow school bus will be required to follow the guidelines below:

- Families conduct a daily screening of their children at home before they leave for school
- Masks or approved face coverings are required to be worn while riding a yellow school bus
- Hand sanitizer will be applied to children's hands before boarding the bus
- There will be assigned seats, and social distancing will be implemented
- Revised procedures for loading and unloading will be implemented
- Enhanced cleaning protocols will be followed

Once students enter the school, there will be processes and procedures in place to ensure hands are cleaned prior to reporting to their classroom.

School Day - Hybrid Model

Throughout the school day, students and staff will be expected to follow social distancing parameters as indicated with signage and floor decals, and adhering to the directions with traffic flow through the halls and stairways. In addition, various health and safety protocols for classrooms, lunchrooms, and common areas will provide guidance to students and staff.

Students and staff will be expected to follow the specific guidelines when moving around the school. These include:

- Follow the signage, floor decals, to remind everyone of the requirement to maintain 6 feet of social distancing.
- Students and staff that require the use of an elevator will adhere to capacity rules with a maximum of two

people.

- Timing of use of restrooms will be monitored to minimize the number of students in restrooms and hallways at any given time.

Students and staff will be expected to follow the specific guidelines when moving in the classroom. In addition all classrooms will be equipped with cleaning supplies and hand sanitizer.

- Desks will be spaced to meet the social distancing requirement.
- All desks will face the same direction.
- Each desk will be equipped with an individual cough/sneeze guard
- Students will sit in assigned seats.
- Decals and visual aides will illustrate the direction of movement in the classroom.
- Students will have their own materials and supplies to eliminate sharing of materials.
- All classroom rugs, curtains, and any other soft materials have been removed due to disinfecting challenges.
- Staff and students should minimize clutter in classroom and on desktops to allow our cleaning company the ability to achieve maximum cleaning and disinfecting.
- Students will remain in their classrooms for most of the school day. When possible classes will have the opportunity to go outside while practicing social distancing.
- Breakfast will be grab-and-go. Lunch will be delivered to classrooms.

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| | <p>School Dismissal</p> <p>Similar to school arrival school dismissal will be staggered to promote social distancing. Families will be provided with our staggered schedule to accommodate the various modes of transportation.</p> <p>Classroom or School Building Closure</p> <p>Guidance regarding the closure of school or dismissal of a classroom due to COVID-19 will be provided by the Department of Public Health. The decision to close or dismiss students and staff does not rest with the Russell Byers Charter School. This decision will be made with direction from the Department of Public Health.</p> |
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Monitoring Student and Staff Health

| Requirement(s) | Strategies, Policies and Procedures |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p> | <p>All Staff need to take steps to protect themselves which includes the use of protective face coverings per CDC guidelines. It's critical that Staff not report to work while they are experiencing illness symptoms such as a fever of 100.4 degrees or higher, shortness of breath, difficulty breathing, dry cough, body aches, chills, fatigue, loss of sense of smell or taste. Staff should not return to work until at least 3 days (72 hours) have passed since recovery. This is defined as a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms which may include coughing and shortness of breath.</p> <p>In addition, ALL Staff will have their temperature</p> |

checked before entering the building. A Staff member will not be allowed to continue with work if they possess a temperature of 100.4 degrees or higher. The same protocols for returning to work will apply to any Staff experiencing COVID-19 symptoms. Staff should seek medical attention if they develop these symptoms.

Prior to traveling to school, parents/guardians will be required to conduct a daily PreArrival Screening at home which involves taking temperatures daily and monitoring for the symptoms identified below. If any of the following are true, the parent/guardian must keep the student at home and contact the school further instructions.

- Fever of 100.4 °F or greater, new onset of cough, or shortness of breath unrelated to a pre-existing condition, OR
- Two of the following symptoms: o sore throat, o chills, o headache, o muscle pain, o loss of taste or smell, OR
- Close contact with a person diagnosed with COVID-19

If a student experiences the onset of symptoms while being transported to school they should inform their parent/guardian, bus driver or bus attendant. Upon arrival at school, the bus driver or attendant will inform your school's Pandemic Coordinator at the school. The student will be accompanied to the Wellness Center by a Staff member for assessment.

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| | <p>If a student experiences the onset of symptoms while being transported to home they should inform their driver. The parent/guardian should contact their health provider and inform your school's Pandemic Coordinator of the plan for the student.</p> |
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Other Considerations for Students and Staff

| Requirement(s) | Strategies, Policies and Procedures |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p> | <p>As outlined by the CDC and the Public Health Department, routine hygiene is the best practice to protect against COVID-19. Everyone entering the building will be required to:</p> <ul style="list-style-type: none"> ● Wear a face mask or face covering that covers the mouth and nose ● Daily screening of all adults entering the building. This will include temperature checks, monitoring for COVID-19 symptoms, and recent exposure to someone diagnosed with COVID-19. Families are required to conduct the same daily screening of their children at home, before their children leave for school. ● Frequent hand washing or sanitizing - upon arrival, before eating, before taking off and putting on face covering, and when using the restroom ● Avoid touching eyes, nose and mouth ● Practice good respiratory hygiene - including covering coughs and sneezes with a tissue or elbow <p>In addition both staff and students must stay home if they are feeling sick or have any symptoms associated with COVID-19.</p> |

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(Russell Byers Charter School)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(August 13, 2020)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(August 13, 2020)**

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.