



Serra Catholic High School Phased School Reopening Health and Safety Plan



Each school in the Diocese of Pittsburgh 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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Health and Safety Plan Governing Body Affirmation Statement defined.	Error! Bookmark not defined.

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: **SERRA CATHOLIC HIGH 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.

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?
 - A great number of changes are being implemented to maintain social distancing standards and ensure the safety of our students and staff. These include but are not limited to:
 - a. students will not congregate in one area upon arrival at school
 - b. the gymnasium will be used as a secondary space for gatherings (in addition to the cafeteria) where groups of students can be together for study halls/lunch periods while maintaining proper distancing
 - c. lunch periods will be staggered with additional sections in place
 - d. class sizes will be limited where there is four to six feet of distancing between students
 - e. students and staff will be required to wear appropriate face coverings
 - f. one-way traffic patterns will be established in the hallways
 - g. water fountains have been blocked off
 - h. use of lockers will be extremely limited or prohibited altogether
- How did you engage stakeholders in the type of re-opening your school entity selected?
 - A diocesan-wide planning team that consisted of local principals and central administration was formed to research best practices and gather research-based resources. Local school parents were surveyed to provide us with valuable insight on the perceptions and feelings of our families regarding education during COVID-19. The Recovery plan was then drafted using the best available resources and then vetted through various focus groups composed of local teachers, parents and pastors.
- How will you communicate your plan to your local community?
 - The COVID-19 Educational Recovery Plan will be disseminated to all stakeholder groups (Administrators, Parents, Teachers) via email. The document will be placed on the local schools' websites for public inspection.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?
 - Decisions will be made by the pandemic team in coordination with local and state health agencies.

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): August 26, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, schools 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. Schools 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 and Pandemic Crisis Response Team:**
 Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Mr. Bob Childs	Administration and Faculty	Facilitation and Supervision
Mrs. Stefanie DeMarco	Administration and Students	Facilitation and Supervision
Mr. Tim Chirdon	Administration and Staff	Facilitation and Supervision
Mrs. Terry Hogue	School Nurse	Healthcare when present

Key Strategies, Policies, and Procedures

Once your school 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 school will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your school 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 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?

The school buildings are always cleaned in the summer in preparation for the return to school. Classrooms, restrooms, and floors are stripped and waxed, and desks and chairs washed. Once thorough summer cleaning has concluded, the classrooms will be closed off until the opening of school.
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
 - The schools will purchase products recommended by the CDC and EPA. One avenue of purchase will be to use the School Safety grant through the Intermediate Units; these funds can assist with procuring disinfection supplies, and other cost related to proper cleaning and sanitizing. Schools should be sure to procure enough disinfection supplies for student enrollment, staff, and overall size of the school building. Hand sanitizers, disinfectant wipes, etc. should be utilized throughout the school day. Other EPA approved cleaning supplies can be used, one such approved product is BactroKill Plus (made in PA) with an EPA Category IV rating for toxicity. It is on the EPA list and is eco-friendly.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

Classrooms will be cleaned between sessions with a disinfectant and microfiber towel. Each teacher will be provided five microfiber towels which will be laundered by the maintenance staff weekly. Maintenance and custodial staff will further disinfect and wipe down high-touch surface areas during the day, while school is in session. The staff will regularly wipe doorknobs, railings, and other frequently touched surfaces with a disinfectant cleaner. Bathrooms will be cleaned and disinfected regularly throughout the school day, such as at every hour. Hand sanitizing pumps will be placed in the hallways for easy access at all times for everyone.

Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings. The latest information available on how long COVID-19 remains on surfaces should be used to determine the schedule of cleaning. Parents need to be aware of the following.

- The inner layer of a mask for up to four days
- The outer layer of a mask for up to seven days

- 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 stakeholders will be trained on appropriate methods to keep surfaces, learning spaces, classrooms, desks, hands, materials, etc. clean. Maintenance staff will be trained on the process to keep restrooms, hallways, staircases, floors, banisters, ventilations systems, classrooms, etc clean and sanitized.
 - Training will be provided during Professional Development sessions in August, and in October, if needed, and throughout the school year, when needed. If possible, training videos such as these from **32BJ** (<https://www.youtube.com/watch?v=tbGvwmeyVO4>) or from **Corovox** (<https://www.youtube.com/watch?v=mCBRKPZWY0g>) or from **Babylon Health** (https://www.youtube.com/results?search_query=handwashing+videos+for+covid) will be used to assist staff with proper cleaning and sanitizing procedures related to student and staff safety during the school day.
 - Cleaning verification forms will be signed off by staff to verify preparedness to implement cleaning protocols during the school day.

Faculty Staff Training Protocol Verification Form for Cleaning/Sanitizing

I, _____ have viewed the suggested videos and understand the proper protocol for cleaning
(Print Legibly)

and sanitizing all areas in which I work and/or oversee. My understanding includes proper procedures for hand washing, cleaning surfaces, cleaning high touch areas, disinfecting and sanitizing all areas in which I come in contact. I also understand how to teach children in my care how to successfully wash their hands to help prevent the spread of viruses, in particular COVID-19.

Signature _____

Date _____

Summary of Responses to Key Questions:

Each school building will be thoroughly cleaned and sanitized during the summer months, and the classrooms will be closed off to others until ready for use. Cleaning and sanitizing materials must be purchased and meet all of the EPA guidelines and must be kept in a secure location away from students. Frequent cleaning and sanitizing will occur throughout the school day, especially any highly touched surfaces, such as doorknobs, light switches, desks, etc. All staff members will be instructed on the proper cleaning methods to be used to keep the building clean and sanitized. Cleaning and sanitizing materials will be provided for each classroom and will be replaced as needed. Hand sanitizing pumps will be placed in the hallways so as to be readily available to everyone.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or	PD Requi red (Y/N)
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**Supports
Needed**

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

All surfaces and floors will be cleaned and disinfected with EPA approved products. Highly touched surfaces, such as doorknobs, light switches, desks, etc. will be sanitized frequently throughout the school day.

Hand sanitizer will be available in all classrooms and in hallways, and replaced when needed.

Water fountains will be covered and not permitted to be used. Rugs and any fabric surfaces (such as chairs with fabric on them) should be removed, or reduced in number, if possible.

When possible, and safe, windows and inside doors will be left open to allow for increased ventilation throughout the school day.

Clean bathrooms regularly throughout the school day, such as every hour.

Same as Yellow

Teachers, Principals, and maintenance staff

EPA approved disinfectants for all areas of school building, such as floors, hallways, walls, etc.

Large containers of disinfectant wipes for quick and effective sanitization.

Spray bottles of EPA approved disinfectant.

Hand sanitizer for classrooms and hallways.

Yes, training in cleaning protocols

Other cleaning, sanitizing, disinfecting, and ventilation practices

Each classroom is equipped with a unit ventilator that provides for appropriate fresh air exchange. The fan speed on each unit must be on the "medium" or "high" setting through the school day.

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
 - Student desks will be spaced four feet to six feet apart, to the maximum extent possible.
 - Dedicated technology devices are in place for each student.
 - There will be no shared supplies.
 - Hand sanitation stations are in each room.
 - Assemblies, field trips/recreation activities are suspended until further notice.
 - Assigned seating to help track virus spread if a student/staff tests positive for COVID-19
 - All desks are positioned facing the front of the classroom.
 - Create distance between children on school buses (i.e., seat children by one child per row, skip rows) when possible
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
 - Homeroom period has been eliminated.
 - Block scheduling will be in place to limit student traffic.
 - One-way hallway traffic routes are in place in the hallways.
 - Physical contact such as handshakes, fist-bumps, high-fives, etc. will be prohibited.
- What policies and procedures will govern use of other communal spaces within the school building?
 - Utilization of multiple buildings for a single school to allow for social distancing
 - Utilize gymnasium and/or other large group areas
 - Utilize churches if necessary and/or possible
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least six feet apart (to the maximum extent possible) 6 in lines and at other times (i.e., guides for creating “one-way routes” in hallways)
 - Close communal use shared spaces such as cafeterias and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use
 - Outdoor lecture classes for the older students whenever possible (4 – 8)
- What hygiene routines will be implemented throughout the school day?

- Temperatures will be taken as students and staff enter the building either through tablet scanner or touchless forehead thermometers
- Regular cleaning of restrooms
- Students will bring their own water bottle to school. Water fountains will not be in use.
- Open windows when weather permits
- Utilize visual cues (floor markings)
- Create transition schedules that minimize numbers in common spaces; hallways, cafeteria, etc.
- Frequently clean surfaces, especially stair handrails, door handles, counters, desks, tables, chairs, bathrooms, computers, books, etc.
- How will you adjust student transportation to meet social distancing requirements?
 - Page 18 *Reopening PA Schools* - Respondents offered various strategies that school districts should consider in addition to physical distancing to reduce transmission on buses. These include the following:
 - Requiring students, drivers, and aides to wear masks on buses, even if they are not required during the rest of the school day (this assumption was made in conjunction with the agent-based modeling discussed in Section 3 of this memo)
 - Installing a transparent, flexible divider between the bus driver and students so the bus drivers do not have to wear masks that would impact their ability to safely operate the vehicle
 - Increasing ventilation by opening windows whenever possible to reduce aerosol transmission
 - Adopting strategic student placement to coordinate pick up and drop off locations to minimize unnecessary contact with other students, including assigning students' seating with those first on in the back of the vehicle and last on at the front of the bus and vice versa on the return trip
 - Staggering school bus schedules to allow fewer students on a bus at a time
 - Assigned seating for riders and the possibility of needing more buses
 - Stagger arrival and drop-off times or locations by cohort or put into place other protocols, to limit contact between cohorts and direct contact with parents as much as possible
- What visitor and volunteer policies will you implement to mitigate spread?
 - Limit volunteers
 - Entrance only permitted if temperature is under 99.4°F
 - Require masks
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
 - Students will remain in and with their homerooms for all classes, including lunch

- In grades K – 4 Teachers will remain with students for the day (Ability grouped classes will change)
- Specials teachers will push into the classroom for class
- Which stakeholders will be trained on social distancing and other safety protocols?
 - All staff, faculty and parish administration
- When and how will the training be provided?
 - Training will be provided by: School District Nurse, IU Staff Members, and the COVID Team. The training will begin for all staff and faculty 2 weeks prior to the beginning of the school year.
- How will preparedness to implement as a result of the training be measured?
 - CDC guidelines

Summary of Responses to Key Questions:

Each building will be required to have Social Distancing and Safety protocols in place during the school year. Administration will develop a plan based on CDC Guidelines that will require limiting volunteers within the building, changing schedules to limit the amount of places traveled and using a variety of ways to display proper hygiene and social distancing requirements.

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ol style="list-style-type: none"> 1. Students will engage in online learning from home according to the schedule set by the administration. 2. Essential employees only will be in the building when necessary. 3. All monitoring of student and staff Action Steps outlined in the green phase will be 	<ol style="list-style-type: none"> 4. Student desks will be spaced 4 – 6 feet apart and cleaned daily. 5. Move any non-essential furniture, materials of equipment that is not needed and store them in a place outside of the room 6. Desks should all face in the same direction. 7. It is recommended that teachers use face shields, so students can see their lips as they are proving direction and instruction. 	Teachers and Administration	<ol style="list-style-type: none"> 1. Plastic shields (optional) 2. Classroom relocation if necessary 	N

	in place in the yellow phase.	8. Each student must provide their own personal supplies (books, writing utensils, chargers, etc.).			
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms		<ol style="list-style-type: none"> Students will have staggered lunch periods. The gymnasium will be used as a secondary eating location to ensure appropriate spacing. The food service staff will implement procedures that eliminate contact with students. A cashless system will be in place. All meals will be assembled by the staff and given to the student (grab and go options have been eliminated). 	<p>Cafeteria Manager</p> <p>Cafeteria monitors</p> <p>Food service staff</p>		N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices		<ol style="list-style-type: none"> Training will be provided by a School District Nurse or Local Pandemic Team and begin for all staff and faculty 2 weeks prior to the beginning of the school year. Hand sanitation stations in each room. 	<p>Teachers</p> <p>Staff</p>	<ol style="list-style-type: none"> Sanitation stations Public school nurse 	Y

<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>		<ol style="list-style-type: none"> 1. Decals and floor visuals indicating six foot distancing will be included in classrooms, hallways and communal spaces. 2. One-way traffic patterns for hallways, staircase. 3. Decals will be displayed in bathrooms on appropriate hand washing. 	<p>Maintenance</p>	<ol style="list-style-type: none"> 1. Floor decals/tape 	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>		<ol style="list-style-type: none"> 1. Limit or restrict volunteers. 2. All visitors to the building will have their temperature taken upon entry. Entrance only permitted if temperature is under 99.4°F using Axillary or temporal modes. 3. Only visitors who need to drop off or pick up students will be admitted to the building. 	<p>Office Staff</p>	<ol style="list-style-type: none"> 1. Thermometers or body temperature scanners 	<p>N</p>
<p>* Handling sporting activities for recess and physical education classes consistent</p>		<p>Physical education classes have been eliminated for the 2020-21 school year.</p>	<p>NA</p>		<p>Y</p>

with the CDC Considerations for Youth Sports					
Limiting the sharing of materials among students		<ol style="list-style-type: none"> 1. All students are required to have their own supplies. 2. One-to-one technology program for all students. 	<p>Teacher s</p> <p>Adminis tration</p>	<ol style="list-style-type: none"> 1. Electronic devices for one-to-one 2. Textbook s 	N
Staggering the use of communal spaces and hallways		<ol style="list-style-type: none"> 1. Create transition schedules that minimize numbers in common spaces; hallways, cafeteria, etc. 	Adminis tration & Teacher s		N
Adjusting transportation schedules and practices to create social distance between students		<ol style="list-style-type: none"> 1. Have drop off locations spread out for cars and buses to maintain social distancing 2. Bussing issues are dependent upon the local school districts who transport to Catholic Schools. 	Adminis tration and Staff	<ol style="list-style-type: none"> 1. Collabora tion with local public school districts 	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students		(K-8 application)	NA		N
Coordinating with local		<ol style="list-style-type: none"> 1. Limit the number of children in before- 	NA		N

<p>childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>		<p>school and after-school care programs. (NA for Serra)</p>		
<p>Other social distancing and safety practices</p>		<ol style="list-style-type: none"> 1. No assemblies or large gatherings of students. (Virtual assemblies and field trips will be held instead). 2. Face Shields for all faculty and staff. 	<p>Administration</p>	<p>N</p>

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
 - Upon entering the building, the temperature of the students will be taken.
 - Daily, staff will be required to take their temperature and complete a monitoring form that asks if they are experiencing any signs of illness or shortness of breath/difficulty breathing.
 - Volunteers will be required to take their temperature and complete the monitoring form that asks if they are experiencing any signs of illness or shortness of breath/difficulty breathing.
- 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)?
 - Monitoring of students will take place daily prior to entrance to the building.
 - Student temperatures will be taken as they enter the building.

- Any student who is exhibiting signs of illness will be sent to the designated area (office/nurse area) where the parent/guardian will be contacted by the office staff.
 - Signs of illness:
 - Temporal thermometers 99.5°F or higher indicate a fever
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Or- (2 or more of the following symptoms)
 - Lack of smell or taste (without congestion)
 - Sore throat
 - Chills
 - Muscle Pain
 - Headache
 - Congestion or Runny nose
 - Nausea or vomiting
 - Diarrhea
 - Monitoring of staff will take place daily.
 - Staff will self-monitor using the thermometer provided.
 - Administration and/or office staff will review the monitoring form to assess the health of the staff.
 - In the event that a staff member is deemed ill, classes will be re-assigned to the cafeteria and/or gym.
 - Monitoring of Volunteers and others will take place as needed/as they enter the building.
 - Office staff and/or the Administration will review the monitoring sign-in form to assess the health of each volunteer.
- What is the policy for quarantine or isolation if a staff, student, or other member of the community who may have tested positively for COVID-19?
 - If a staff or student becomes ill during the school day with COVID-19: (Note: flu season and allergy season will produce false positives in viewing symptoms. If a student or staff member has a fever they should immediately be sent home contingent on being fever free for 72 hours they should receive distant learning until they are not feverish.)

- They will be immediately isolated from other students in a designated area, while awaiting transport
 - The workspace of the sick individual will be closed off and then thoroughly cleaned and disinfected;
 - Thoroughly clean and disinfect all areas that the sick person may have used such as offices, bathrooms, and common areas;
 - Open outside doors and windows to increase air circulation in the areas where the infected individual was;
 - Completely clean and disinfect all surfaces in the isolation area after the sick student/staff member has left;
 - Individuals that have had close contact (<6 feet away for >15 minutes without wearing a mask) with the staff/student that has become ill may be asked to stay home and self-monitor for symptoms.
 - Accommodations need to be made for the student's siblings.
 - Options will be available for remote learning if quarantined
 - Other students and staff who have not had close contact will be monitored for signs of illness and/or asked to wear a mask.
 - In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
- If a member of the school community becomes ill with COVID-19:
 - Through regular communication, make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Individuals that have had close contact with the community member that has become ill may be asked to stay home and self-monitor for symptoms.
 - All surfaces and areas that the individual who may have been exposed to the illness may have come into contact with should be completely cleaned and disinfected;
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

- Administration 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?
 - Anyone who has tested positive for COVID-19 must provide two documented negative test results to the school prior to returning to school.
- How will you accommodate staff who are unable or uncomfortable to return?
 - If a staff member is symptomatic, they will need to have resolution of symptoms for 3 days AND at least 10 days have passed since the first symptom.
 - If a staff member is asymptomatic, then at least 10 days from date of positive test, presuming they have not developed symptoms within that time frame (CDC)
 - A substitute teacher will be provided to cover the classes for teachers not able to be in the school building.
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
 - The school will follow state & local guidance in determining when a student or staff member may return to school after a potential exposure to an active COVID-19 infection. Students will be allowed to return to school after the prescribed self-quarantine time period. If the student does not wish to return because they are unable or uncomfortable to return, they may continue to participate in the classroom instruction virtually through Google Meet.
- 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?
 - The families will be notified through the parent alert system on the same day that the school is alerted of a positive COVID-19 case. During that time, they will be notified if there are needed changes to current school operational protocol.
- Which stakeholders will be trained on protocols for monitoring student and staff health?
 - All Faculty and staff members will be trained on how to Check for Signs and Symptoms of COVID-19 and what the proper procedure is once someone has been identified.
 - All Family members will be provided with information on how to Check for Signs and Symptoms of COVID-19 ([CDC](#), [PDE](#))
- When and how will the training be provided?
 - Training for the Faculty and staff will be conducted online and In person August 2020.

- School families will receive educational materials (Flyers, videos, letters and memos) in the following safety actions: Enhanced sanitation practices, Physical distancing guidelines and their importance, Use of face coverings, Screening practices, COVID-19 specific symptom identification ([CA guidance](#), [CDC](#), [PDE](#))
- How will preparedness to implement as a result of the training be measured?
 - All faculty and staff will be required to pass a minimum competency test (google form) that will check for understanding on proper school procedures at the conclusion of the training.

Summary of Responses to Key Questions:

All Family members will be provided with information on how to Check for Signs and Symptoms of COVID-19. Through regular communications staff and families will know that they (staff) or their children (families) should not come to school if they are ill or exhibiting any signs of COVID-19, and that they should notify school officials. Everyone entering the school building will be monitored. Temperature scans and a general health survey will be completed and anyone experiencing any signs of illness or shortness of breath/difficulty breathing will be isolated and sent home. All Faculty and staff members will be trained on how to Check for Signs and Symptoms of COVID-19 and what the proper procedure is once someone has been identified. Anyone who has tested positive for COVID-19 must provide two documented negative test results to the school prior to returning to school. If the student does not wish to return because they are unable or uncomfortable to return, they may continue to participate in the classroom instruction virtually.

The families will be notified through the parent alert system on the same day that the school is alerted of a positive COVID-19 case. During that time, they will be notified if there are needed changes to current school operational protocol.

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	1. When appropriate, in the yellow phase, schools will be utilizing a hybrid-model to limit the number of	1. Screen students upon entering the school building using non-contact thermometer; <ul style="list-style-type: none"> a. Walk through scanner 97.5°F or higher b. Axillary and temporal 	Principal	Isolation Area; Non-Contact Temporal or Thermal Thermometers ; Gloves; Hand Sanitizer; Monitoring Form; Pens;	

- students in the building and classrooms.
- 2. Essential employees only will be in the building.
- 3. All monitoring of student and staff Action Steps outlined in the green phase will be in place in the yellow phase.
- 4. Administration may send out communication asking that students/staff inform them of any symptoms or history of exposure but this can not be mandated.

99.5°F or higher

- 2. Any student exhibiting signs of illness is sent to the isolation area and parents/guardian is contacted to take the student home or to a healthcare facility.
- 3. Staff is required to complete a monitoring form upon entering the building (includes taking their temperature).
 - a. Record temperature
 - b. Are you taking any medication to suppress a fever? (y/n)
 - c. Are you currently experiencing any of the following symptoms?

Sanitizing Wipes;

1 or more symptoms	2 or more symptoms
Fever (99.5°F or higher) Cough Shortness of breath Difficulty breathing	Lack of smell or taste (w/out congestion) Sore throat Chills Muscle pain Headache Congestion or runny nose Nausea or vomiting Diarrhea

		<ol style="list-style-type: none"> 4. Any staff member that exhibits signs of illness is sent home or to isolation room; 5. All areas where the ill student/staff member may have been closed off and then completely disinfected after 24 hours (in order to allow all droplets to settle). 6. In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) 7. Any students/staff that have had close contact may be asked to stay home and self-monitor for symptoms. 8. All other students/staff that have not had close contact may be asked to wear a mask. 			
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrating	See Above	<ol style="list-style-type: none"> 1. Administration must designate an area to be utilized as isolation. 2. If a student/staff member becomes ill/has a history of exposure, they will be sent to the isolation area. 	Principal	Designated Isolation Area; Staff member to monitor area when needed; PPE such as gown, gloves, mask, face shield; Disinfection	N

<p>e a history of exposure</p>		<ol style="list-style-type: none"> 3. The isolation area will need to have a staff member wearing PPE when a student is in the isolation area. 4. A staff member calls a parent/guardian to pick up the student and take them home or to a healthcare facility. If they are taken to a healthcare facility, notify the facility of the possibility of a COVID-19 case. 5. If a staff member becomes ill, send them home or to the isolation area and call for someone to get them if they are too ill to transport themselves home. If they are taken to a healthcare facility, notify the facility of the possibility of a COVID-19 case. 6. Completely clean and disinfect the isolation area after the person who was ill left. 7. If a visitor is exhibiting signs of illness, they are not to enter the building and are asked to leave. All surfaces and areas that were contaminated are disinfected. 		<p>sprays and wipes;</p>	
<p>* Returning isolated or quarantined staff, students, or</p>	<p>See Above</p>	<ol style="list-style-type: none"> 1. Re-admittance to school following illness – seek options to ensure that 	<p>Principal</p>	<p>Policy should be implemented district wide</p>	<p>N</p>

visitors to school		<p>students/staff can return without infecting others:</p> <p>- Exclusion From and Return to School Requirements Form</p> <ol style="list-style-type: none"> a. The table below (page 23) may change dependent upon current local, state and federal guidance 2. Coordinate with school entity health staff to define procedures and needs 			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	See Above	<ol style="list-style-type: none"> 1. All schools, regions, and diocese should have listed protocols on their websites. <ol style="list-style-type: none"> a. Any changes should be communicated via OPTION C and updated on local school website. 2. Instructional Staff should review all changes with their students. 	Administration		N
Other monitoring and screening practices	See Above	<ol style="list-style-type: none"> 1. Work with health departments and local health care systems to disseminate hygiene and disinfection strategies for transmission prevention at home. 	Administration		

		2. Purchase adequate face coverings and other personal protective equipment as appropriate and carefully monitor inventory.			
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Exclusion From and Return to School Requirements Form

Scenario	Exclude From School	Return to School After...
#1 – No Symptoms	No	Not applicable
#2 – COVID-19 Symptoms	Yes	Individual should be tested for COVID-19. <ul style="list-style-type: none"> ➤ If test result is <u>negative</u>, return to school 3 days after symptoms are no longer present. ➤ If test result is <u>positive</u>, follow return to school guidance for scenario #3.
#3 – Positive COVID-19 PCR Test <u>with</u> Symptoms	Yes	<ul style="list-style-type: none"> ✓ 3 days with no fever and ✓ improvement in symptoms and ✓ 10 days since symptoms first appeared
#4 – Positive COVID-19 PCR Test <u>without</u> Symptoms	Yes	10 days after the PCR test was collected <ul style="list-style-type: none"> ➤ If symptoms develop during 10 days, follow return to school guidance for scenario #3.
#5 – Close Contact <u>with</u> Symptoms	Yes	Individual should be tested for COVID-19. <ul style="list-style-type: none"> ➤ If test result is <u>negative</u>, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. ➤ If test result is <u>positive</u>, follow return to school guidance for scenario #3.
#6 – Close Contact of COVID-19 <u>without</u> Symptoms	Yes	14 days after the date of last exposure to the person with COVID-19 <ul style="list-style-type: none"> ➤ If symptoms develop during 14 days, follow return to school guidance for scenario #5.
#7 – Secondary Contact of COVID-19 <u>with</u> Symptoms	Yes	Individual should be tested for COVID-19. <ul style="list-style-type: none"> ➤ If test result is <u>negative</u>, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. ➤ If test result is <u>positive</u>, follow return to school guidance for scenario #3.
#8 – Secondary Contact of COVID-19 <u>without</u> Symptoms	Yes	14 days after the date of last exposure to the person with COVID-19 <ul style="list-style-type: none"> ➤ If symptoms develop during 14 days, follow return to school guidance for scenario #5.

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?
 - Teach and reinforce the use of face coverings.
 - Cloth face coverings should not be placed on: ([CDC](#))
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

- What special protocols will you implement to protect students and staff at higher risk for severe illness?
 - Establish a standard routine of checking the health status of all those who enter the school including students, faculty, staff and volunteers including temperature check and questionnaires.
 - School personnel need to be directed and educated about putting on PPE, especially if assisting a student or colleague that develops symptoms concerning COVID-19.
 - Have PPE resources available and ensure staff knows where they are located.
 - Re-evaluate school “calling in sick” procedure. Establish protocol for a report on student symptoms, length of illness etc.
 - Strengthen a “return to school” protocol including benchmarks that would allow a student or staff member to return to school.
 - Schools in the Diocese of Pittsburgh are following the Federation of Diocesan Pittsburgh Schools Agreement and/or the Handbook of Personnel Policies and Practices for Elementary Schools. Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability and students who would be unable to remove a mask without assistance are not required to wear face coverings.

 - Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is

essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

- How will you ensure enough substitute teachers are prepared in the event of staff illness?
 - Put out a Parent/Community Interest Survey
 - Local Intermediate Units offer emergency certification for those with a Bachelor's Degree and all required clearances.
- How will the school 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?
 - If not already done, survey school population to determine equity in devices and internet access.
 - Choose a consistent school wide communication platform and consistent apps for delivery learning and support.
 - Create a solid partnership with guidance counselors, social workers etc through your local IU.
 - Develop an onboarding plan for all students to orient them to any new procedures in school before the school year begins.
 - Create new ways to orient students and families who are new to the school.
 - Focus on making the school environment safe and secure while still warm and welcoming.
 - In collaboration with guidance counselor, create activities/help opportunities with check-ins to create a plan for identifying students with needs. (emotional, mental etc.).
 - Create ways to mitigate stress responses in students, teachers, and families.
 - Create a communication platform with parents (coffee/tea with principal, roundtables etc.), keeping the line of communication open.

Decisions regarding the continuous wearing of face coverings will be based on the rate of local community transmission and recommendations from the CDC, Pennsylvania Department of Health, Allegheny Health Department, and PDE. Based on the current rate of community transmission, face coverings will be required at all times when inside. "Mask breaks" may be taken outside only with social distancing only.

Summary of Responses to Key Questions: Schools will establish a standard routine of checking the health status of all who enter the school and provide PPE resources if needed. CDC guidelines will be followed for face masks and/or shields. Accommodations for safety protocols will be made for both staff and students as needed. Other changes that may be

necessitated for the health and safety of the staff will follow appropriate protocols.

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	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.	1. Establish a standard routine of checking the health status of all who enter the school. Ask staff and students and parents to identify themselves as higher risk. 2. Have PPE resources available to all who enter the school and ensure all staff knows where they are located.	Administration Teachers	no contact thermometer masks gloves (if necessary)	N
* Use of face coverings (masks or face shields) by all staff	Schools in the Diocese of Pittsburgh are subject to the state mandate regarding public health issues including the use of face coverings.	Same as yellow	Administration Teachers	face masks/face shields	N
* Use of face coverings (masks or face shields)	Schools in the Diocese of Pittsburgh are subject to the state mandate regarding public health issues including the use of face coverings.	Same as yellow	Administration Teachers	face mask/face shields CDC guidelines	N
Unique safety	Accommodations will also be made on an as	Same as yellow	Administration		N

protocols for students with complex needs or other vulnerable individuals	needed basis according to IDEA Regulations and/or recommendations.		Teachers		
Strategic deployment of staff	Schools in the Diocese of Pittsburgh are following the Federation of Diocesan Pittsburgh Schools Agreement and/or the Handbook of Personnel Policies and Practices for Elementary Schools.	Same as yellow	Administration		N
Quarantine protocols	Specific guidelines from the Department of Health regarding quarantine practices may be required for students and staff following travel.	Same as yellow	Administration		
Liturgical Considerations and Mass attendance	The schools will follow guidelines for parishes regarding liturgical celebrations and Mass attendance.	Same as yellow	Administration Teachers		
Uniform/Dress Code	Accommodations will also be made on an as needed basis at a local level to dress codes.	Same as yellow	Administration		
Mental Health	Students and staff will be provided frequent check-ins regarding overall mental health and opportunities for awareness.	Same as yellow	Administration Teachers School Counselor		

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
Local Recovery Plan Protocol & Procedures	Staff/Teachers	Local Principal	Online & In-Person	Presentation Slide Deck, Local Recovery Plan Pdf, Google Form Test		
All relevant safety and cleaning procedures as recommended by the CDC and PDE.	Teachers and Staff	IT Coordinator and Administration	Online and In-Person	IT equipment in a standard Serra classroom	Aug 24, 2020	August 25, 2020

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
Safe Return to School Plan	Faculty Staff Parents	Tim Chirdon, Principal	Email	August 10, 2020	August 10, 2020

Health and Safety Plan Summary: (SERRA CATHOLIC HIGH SCHOOL)

Anticipated Launch Date: (August 26, 2020)

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Established cleaning protocols will be followed daily. Water fountain access has been eliminated. Classroom ventilators will remain on throughout the day.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Administration, faculty and staff will follow all social distancing guidelines to the furthest extent possible to ensure a safe environment.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Additional eating areas will be established.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Videos and other instructional materials will be made available to all students and staff.
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs in accordance with CDC guidelines will be posted throughout the building.
* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes	The “return to play” protocol for all sports will be strictly adhered to.
Limiting the sharing of materials among students	Students will not share personal materials with each other.

<p>Staggering the use of communal spaces and hallways</p>	<p>Staggering procedures will be in place throughout the day, especially upon entry and dismissal.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>The administration/transportation coordinator will communicate with the various districts that provide bussing.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Class sizes will be limited to the furthest extent possible as outlined in this guideline.</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>NA</p>
<p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>All students/faculty/staff who experience symptoms during the school day should self-report to the Main Office</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Designated rooms in the Friary building will be available for individuals who may become ill during the school day</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Such individuals will need to satisfy the necessary clearances for returning (negative COVID tests/days out of the building)</p>
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Email to the school community will be utilized for any changes in protocol</p>

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>Special accommodations may be granted for high risk individuals</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Masks/facial coverings required for all faculty/staff/students</p>

<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	
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<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	
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<p>Strategic deployment of staff</p>	
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Important Notice to all School Families:

This reopening plan has been adopted by the Diocese of Pittsburgh, approved by the Serra Catholic Board of Directors, and is subject to change. When important changes develop, the document will be altered, and all families will be notified. For instance, the latest recommendations from the CDC are listed here and are subject to change as their guidelines are adjusted:

- If a School community member suspects or knows he/she had COVID-19, and had symptoms, he/she may return to School or attend a School activity, sport, or event after:

- § 10 days since symptoms first appeared; **and**

- § At least 24 hours with no fever without fever-reducing medication; **and**

- § Symptoms have improved.

- § Note: If you are tested to see if you still have COVID-19, you may return to School when:

- You have no fever, **and**
- Respiratory symptoms have improved, **and**
- You receive two negative test results in a row, at least 24 hours apart.

o If a School community member tested positive for COVID-19 but had no symptoms, and continue to have no symptoms, that individual may return to school or attend a School activity, sport, or event after:

§ 10 days have passed since test, **or**

§ After he/she receives two negative test results in a row, at least 24 hours apart.

§ Note: The individual's doctor should work with an infectious disease expert at the local health department to determine if he/she is likely to spread COVID-19 to others and need to stay home longer.

o I understand that anyone who has close contact with someone with COVID-19 may not return to School or attend a School activity, sport, or event until:

§ 14 days after exposure.

o I understand that School community members who have a weakened immune system (immunocompromised) due to a health condition or medication may need to take additional precautions and/or stay home longer than 10 days in the event of infection. These individuals are encouraged to consult their healthcare provider and work with the School Principal to effectuate any necessary reasonable accommodations.

