

**COMMUNITY ACADEMY OF PHILADELPHIA**  
**Minutes of an Emergency Meeting**  
**Of the Board of Directors**  
**Held Virtually and by Email August 6, 2020**

An emergency meeting of the Board of School Directors (the “Board”) of Community Academy of Philadelphia, Charter School, a Pennsylvania non-profit corporation (the “School”), was held virtually with Ms. Kianna Acabeo, assistant secretary, present at the school offices, located at 1100 East Erie Avenue, Thursday August 6, 2020. The emergency meeting was advertised on the school website, social media, and on-site at the School for five days prior to the meeting. Due to the Corona Virus pandemic, all board members and other staff attended on-line. The following Board members were present virtually or via email for the meeting, constituting a quorum: John M. FitzSimmons, MD, MBA, Chair of the Board; Wendy Williams MSW, Vice Chair; Frank J. Viola, Jr., Treasurer; Marangeli Osoria, BS; Guy Calcerano, MBA; Jesus Vasquez BS-MIS; Candido Silva, Jr.; José Gomez, MS; Stephanie Hernandez, Esq.; and *ex officio*, non-voting Board Member, Joseph H. Proietta, EDM, President and Chief Executive Officer (“CEO”) of the School. Board member TiRease Holmes, MS, MBA was absent. Also present at the meeting were Alberta P. O’Brien EDD, Deputy CEO, and Elizabeth McCluskey EDD, Chief Academic Officer.

Prior to the general session of the Board meeting, an executive session was held via email.

Having met a quorum, Dr. FitzSimmons called the meeting to order at 4:00pm.

Dr. FitzSimmons asked if there were any members of the CAP community or public who wished to address the Board. Ms. Acabeo stated there were none.

As the first and only order of business at this emergency meeting, Dr. FitzSimmons asked Mr. Proietta to explain the two resolutions regarding the changes in instruction, calendar and supervision due to the Covid-19 crisis. Dr. FitzSimmons noted that the school would be reopening mostly on-line.

Mr. Proietta explained the reason for the emergency meeting and the attached resolutions. Due to health and safety concerns from the pandemic, this is the same situation as happened in the Spring, when we required a vote on the Spring 2020 school closing and program of online instruction.

Mr. Proietta noted: As you may have read in the newspapers, Philadelphia began planning a hybrid model of days in school and days online. CAPCS began this process as well. When the City began to deal with the realities of such a plan, including both school and public transportation, mask requirements, health pre-existing conditions for both students and faculty, these plans became untenable. Though we began making a hybrid plan, it was clear to us that it would not work in the real world of the pandemic. Additionally, Philadelphia began to see an increase in cases of Covid.

The School District of Philadelphia and the City recommended a little over a week ago an online start for the school year. We were already moving in that direction. As Bob Dylan wrote, “You don’t need a weatherman to know which way the wind blows.”

Mr. Proietta recommended that the Board vote in the affirmative on both Resolutions. He further explained:

Resolution #1 allows the administration to submit a revised emergency plan to the Pennsylvania Department of Education; approves the plan and allows changes to the school calendar approved in the Spring. The official plan is based on a template provided by PDE and is being completed by Dr. O’Brien, Dr. McCluskey, and appropriate administration. It will be submitted by Ms. Acabeo to both the Commonwealth and School District of Philadelphia on Friday, August 7<sup>th</sup>. The Board was sent copies of the Resolutions via email by Ms. Acabeo. According to Resolution #1, the School will open the year online.

The Board expressed concern about all students having access to the internet. Dr. O’Brien stated she spoke with the Mayor’s office Monday morning, and there is an internet connectivity plan soon to be announced by the Mayor.

Mr. Proietta explained Resolution #2: This resolution names Dr. O’Brien the Acting CEO until Mr. Proietta’s term expires at the September Board meeting, and she can stand for election to a full term. Mr. Proietta stated he thinks this is wise, because the plans they are making, both the official written plan and execution of that plan through faculty and staff are being driven by the new administrative team, who will have to execute the plans. This will make staff reporting and supervision clear. Mr. Proietta asked for the title of Founder and President Emeritus and will continue working, consulting with the administration until his official PSERS retirement date of October 31, 2020. It was noted that only the titles and responsibilities between now and the Board meeting are decided by this resolution. The details of Mr. Proietta’s retirement will be discussed at the September meeting, and Dr. O’Brien’s contract will be voted upon. All salaries and working conditions as approved by the Board with the FY2021 budget remain the same.

Mr. Calcerano noted the text of the two resolutions emailed to the Board Members identifies them both as “Resolution #1.” For the record, this typo should be corrected. Ms. Acabeo corrected the resolutions to read number one regarding “Emergency Plan” and number two regarding “Succession.”

Having no further discussion, the Chair called the resolutions and having been moved and seconded, Dr. FitzSimmons ordered the Secretary to record the votes. Each resolution was a roll-call vote. On Resolution #1, the vote was 9 yes, 0 no, 1 absent, and 0 abstain. On Resolution #2, the vote was 8 yes, 0 no, 1 abstain, and 1 absent. Both Resolutions carried. The Resolutions, Roll-Call votes, and supporting documents, including emergency plan are **attached** to these minutes.

Dr. FitzSimmons noted that Mr. Proietta sent him and Ms. Williams, Vice Chair, an email on August 5, 2020, officially requesting his retirement effective October 31, 2020.

Dr. FitzSimmons replied: “It is a mixture of sadness and joy to accept your retirement. Your efforts over the last 40 years have been truly exceptional, and so many thousands of lives are the better for it. The world of education and the city of Philadelphia are losing a star, and I can only hope that your contributions will be recognized widely. I am also confident in the new leadership for the school. They have proven their mettle over the last few years and especially the last few months. I certainly wish you and them the very best.”

Ms. Williams added: “Congratulations, we wish you well in your future endeavors and bid you the happiest of happy retirement.”

Attached, herein, is a copy of Mr. Proietta’s letter:

“Dear Dr. FitzSimmons and Ms. Williams,

Please accept this email as official notification of retirement. My paper work work has been sent into PSERS, and my final day of work will be October 31, 2020.

I wish to thank you as Chair and Vice Chair of the Board for your support and help over the past 40 years. I am confident that the succession plan devised by the Board five years ago has worked well, and that CAPCS is in a good position to grow and improve into the future.

Again, thank you,  
Joseph H. Proietta”

Mr. Proietta reminded the Board that the Annual Re-Organization Meeting of the Board is September 21, 2020 at 4:00pm. This meeting will be held virtually either on Zoom or Google. Ms. Acabeo will get the information to them at the appropriate time. If any Members have requests for agenda items or documents they want shared with the Board at this meeting, he or she should contact Ms. Acabeo.

There being no further business to come before the Board, upon motion duly made, seconded and unanimously approved, the meeting was adjourned at 4:34pm.

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL  
BOARD OF SCHOOL DIRECTORS  
August 6, 2020

RESOLUTION: #08-06-2020 \_\_1\_\_

**WHEREAS**, the World Health Organization has declared the current outbreak of COVID-19 a pandemic; and

**WHEREAS** the Pennsylvania Department of Education has determined that the COVID-19 pandemic constitutes an "emergency" within the meaning of Section 520.1 of the Public School Code; and

**WHEREAS**, the Board of School Directors has determined that the risks COVID-19 presents to our students, faculty, and community requires an extraordinary response;

**WHEREAS**, that the Board finds and declares that the COVID-19 pandemic is an emergency within the meaning of §520.1 of the Pennsylvania School Code.

**WHEREAS**, it was communicated to Chief School Administrators by the Pennsylvania Department of Education on July 6, 2020, that §520.1 of the Public School Code provides flexibility to meet the minimum instructional time requirements for attendance of all pupils.

**RESOLVED**, the CEO is directed to submit to the Pennsylvania Department of Education the Emergency Instructional Time Template, as well as, any other submissions required by the Pennsylvania Department of Education and to take such further action as required to carry out this Resolution.

**THE BOARD FURTHER RESOLVES**, to approve the Health and Safety Plan in a form and manner prescribed by the Pennsylvania Department of Education employing any combination of in-person, virtual, and distance learning as the Chief Executive Office deems appropriate to address the health and safety of students, faculty, and community and the learning needs of students. Such instruction shall comply in full with the requirements of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith.

**RESOLVED**, that the Board of School Directors hereby approves the Pennsylvania Department of Education "Phased School Reopening Health and Safety Plan" in the form required by the Commonwealth and attached to this Resolution.

**RESOLVED**, that the Board of School Directors hereby approves the change in calendar for the week of August 24th to August 28th. Due to the Health and Safety Plan guidelines, August 24th through August 28th will be small group orientations and student material distribution. Regular schedules will begin the week of August 31st.

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL  
 BOARD OF SCHOOL DIRECTORS  
 August 6, 2020

RESOLUTION: #08-06-2020   1  

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
Calcerano, G.	✓	_____	_____	_____	_____
FitzSimmons, J.	✓	_____	_____	_____	_____
Gomez, J.	✓	_____	_____	_____	_____
Hernandez, S.	✓	_____	_____	_____	_____
Holmes, T.	_____	_____	✓	_____	_____
Osoria, M.	✓	_____	_____	_____	_____
Silva Jr., C.	✓	_____	_____	_____	_____
Vasquez, J.	✓	_____	_____	_____	_____
Viola Jr. F.	✓	_____	_____	_____	_____
Williams, W.	✓	_____	_____	_____	_____

(\*Note: Those Board members appropriately abstain from their own nomination and election but vote in favor of all others)

Summary:              9   Y     0   N     1   Ab     0   Abt

The motion has   ✓   Passed              Failed              Been Tabled

  
 \_\_\_\_\_ 08/06/20  
 Joseph H. Proietta, EDM, CEO, Board Secretary

# Community Academy of Philadelphia, CS



## Phased School Reopening Health and Safety Plan Template

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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## Health and Safety Plan: Community Academy of Philadelphia, CS

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?

- 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 2, 2020](#)**

## Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
John Proietta	Facilities Administrator	Pandemic Coordinator
Natalie Morales	Health Official	Both (Plan Development and Response Team)
Sueca Reid	Staff	Both (Plan Development and Response Team)

<b>Cassandra McLaughlin</b>	Teacher	<b>Pandemic Crisis Response Team</b>
<b>Elizabeth McCluskey</b>	Administrator	<b>Health and Safety Plan Development</b>
<b>Maria Torres</b>	Administrator	<b>Health and Safety Plan Development</b>
<b>Lisette Rivera</b>	Emotional Support Team member	<b>Health and Safety Plan Development</b>
<b>Jaelyn Smith-Spade</b>	Administrator	<b>Health and Safety Plan Development</b>
<b>Evelyn Matos</b>	Community Partner	<b>Health and Safety Plan Development</b>
<b>Celynnett Negroni</b>	Parent	<b>Health and Safety Plan Development</b>
<b>James Barnshaw</b>	Teacher and Athletics	<b>Health and Safety Plan Development</b>

### **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:

All visitors / volunteers will be screened using temperature checks and Covid-19 relevant health questions. All visitors / volunteers must wear a mask. Visitors will only meet with the designated parties related to their appointment or issue, limiting their contact with staff and students. Volunteers must go directly to their assigned program. Upon conclusion of appointment / assignment all visitors / volunteers are to leave the building / immediately.

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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>-Building cleaning vendor will clean all classroom surfaces daily including windows sills, desktops, file cabinets, chairs, tables, phones, partition / door glass and door frames and handles using EPA /CDC approved disinfectant cleaner for Covid-19.</p> <p>-Building Operations staff will conduct continuous cleaning throughout the day of high touch surfaces every 30 minutes during the school day</p> <p>-All building bathrooms will be equipped with hands free flush valves, faucets, soap and towel dispensers.</p> <p>Drinking fountains will be restricted to bottle filling dispenser only. Additional bottled water may be added.</p> <p>-HVAC fan setting will be set at fan on so air circulation will be constant when the building is inhabited.</p> <p>All Maintenance and Security Officers will be trained on cleaning protocols in August prior to school opening.</p>	<p>-Building cleaning vendor will clean all classroom surfaces daily including windows sills, desktops, file cabinets, chairs, tables, phones, partition / door glass and door frames and handles using EPA / CDC approved disinfectant cleaner for Covid-19.</p> <p>.-Building Operations staff will conduct continuous cleaning throughout the day of high touch surfaces <u>30 minutes</u> during the school day</p> <p>-All building bathrooms will be equipped with hands free flush valves, faucets, soap and towel dispensers.</p> <p>Drinking fountains will be restricted to bottle filling dispenser only. Additional bottled water may be added.</p> <p>-HVAC fan setting will be set at fan on so air circulation will be constant when the building is inhabited.</p> <p>All Maintenance and Security Officers will be trained on cleaning protocols in</p>	John Proietta, DCEO of Facilities	<p>-Additional cleaning supplies</p> <p>-Additional bottled water dispensers.</p>	N

	Cleaning protocols will be verified by Operations supervisors daily.	August prior to school opening. Cleaning protocols will be verified by Operations supervisors daily.			
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>-Increase disinfectant wipe down of high use areas such as, door handles and public areas, on a continuing basis while building is open. This will be done by maintenance and security personnel throughout the day at a minimum of every 30 minutes</p> <p>-All classrooms will be provided with relevant PPE such as disinfectant wipes and hand sanitizer.. Desks will be set using 6' spacing protocol. The Teacher's desk will be a minimum of 6' from the closest student desk.</p>	<p>-Increase disinfectant wipe down of high use areas such as, door handles and public areas, on a continuing basis while building is open. This will be done by maintenance and security personnel throughout the day at a minimum of every 30 minutes</p> <p>-All classrooms will be provided with relevant PPE such as disinfectant wipes and hand sanitizer. Desks will be set using 6' spacing protocol. The Teacher's desk will be a minimum of 6' from the closest student desk.</p>	John Proietta, DCEO of Facilities		N

## 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:**

**Classrooms/learning spaces will be organized so that all desks and learning stations are set using a 6' spacing protocol. Floors will have markings to indicate where desks or workstations are placed. Students will be assigned desks or workstations. Desks and workstations will be turned to face in the same direction. Staff will change classes, if needed, and students will remain in assigned classrooms/learning spaces instead of mixing with each other in the hallways and other classrooms.**

**Transportation appeal has been submitted to obtain a feasible time slot for student bus transportation. All CDC bus guidelines will be followed and students will be transitioned from the bus to the building with socially distanced lines. Dismissal will be staggered and the C lot, weather permitting, and/or entire ES hallway will be used to socially distance students in line. Dismissals will be broken down into time slots to allow for the B Lot pick up area to clear between dismissal times.**

**Students in grades K-6th will follow the staggered dismissal procedure in place for the B Lot and bus dismissal. Decals on the hallway floor will be used as guidelines for hallway spacing when students are in line. Students in grades 7th-8th will be lined up in socially distanced lines and will be walked outside through the main entrance with a time lapse between homerooms. All other safety procedures, bathroom, lunch, class transitions, etc., will be the same for students in grades K-8th.**

**Restrict the number of persons in the lobby (main and second floor) to allow for social distancing of 6'. Setting will be set at 6' protocol. This may require some persons to wait outside the building until they can safely enter.**

**Commons, Atrium and gym will not be used for large gatherings. If seating is required it will be set at the 6' protocol.**

**If cafeterias are used for lunch seating will be at 6' spacing intervals and additional cleaning between student groups.**

**Outside play / recess area (LOT C) will have markings using the 6' social distancing 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)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>-Desks will be set using 6’ spacing protocol. The Teacher’s desk will be a minimum of 6’ from the closest student desk.</p>	<p>-Desks will be set using 6’ spacing protocol. The Teacher’s desk will be a minimum of 6’ from the closest student desk.</p>	<p>Principals</p>		
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Classrooms may be used for breakfast / lunch.</p> <p>-If cafeterias are used for lunch setting will be at 6’ spacing intervals and additional cleaning between student groups.</p> <p>-Restrict the number of persons in the lobby to allow for social distancing of 6’. This may require some persons to wait outside the building until they can safely enter.</p>	<p>Cafeterias used for lunch setting will be at 6’ spacing intervals and additional cleaning between student groups.</p> <p>-Restrict the number of persons in the lobby to allow for social distancing of 6’. This may require some persons to wait outside the building until they can safely enter.</p> <p>--Commons, atrium and gym will have seating removed. If seating is required it will be set at the 6’ protocol.</p>	<p>Principals</p>		<p>N</p>

	-Commons, Atrium and gym not to be used for large gatherings. If seating is required it will be set at the 6' protocol.				
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<p>-Addition of hand sanitizer dispensers throughout the building.</p> <p>-Promotion of frequent hand washing and use of hand sanitizer throughout the day.</p> <p>-Enhanced disinfecting / cleaning policies</p>	<p>-Addition of hand sanitizer dispensers throughout the building.</p> <p>-Promotion of frequent hand washing and use of hand sanitizer throughout the day.</p> <p>-Enhanced disinfecting / cleaning policies</p>	Natalie Morales, School Nurse and K-8th grade teachers.	Teachers will need to be provided with standardized guidelines for hygiene practices that they can adjust for the students in their grade level. A PowerPoint, video, or handout that can be referred to during the class discussion. Operations will need to add the hand sanitizers throughout the building. Posters with hygiene guidelines will be needed to be posted in the bathrooms.	Yes. A PD on how to properly educate the students in their grade level on the importance and proper manner to promote hygiene.

<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>-Installation of signage on floor and other areas promoting social distancing of 6’.</li> <li>-Installation of signage encouraging distancing and hand washing.</li> <li>-Requiring the use of masks when on campus for all employees, visitors and contractors</li> </ul>	<ul style="list-style-type: none"> <li>-Installation of signage on floor and other areas promoting social distancing of 6’.</li> <li>-Installation of signage encouraging distancing and hand washing.</li> <li>-Requiring the use of masks when on campus for all employees, visitors and contractors</li> <li>-Communicating face mask policy; periodically sending communications regarding proper social distancing</li> <li>-Discuss policy and procedure with staff regarding isolation criteria if exposed to COVID-19</li> <li>-Update emergency contact information</li> <li>-Distributing face masks and hand sanitizers to all staff members</li> <li>-Allowing for additional breaks to practice hand hygiene</li> <li>-Staggering lunch times in the faculty lounge (encouraging staff to eat at their workstation)</li> <li>-Purchasing wrapped utensils</li> <li>-Training on how to properly social distance</li> </ul>	<p>Human Resources</p>	<p>Face mask, Face shield protectors, Hand sanitizers, Wrapped utensils for faculty lounge</p> <p>-COVID-19 training</p>	<p>Yes</p>
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<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Contractors must wear the proper personal protective equipment (PPE), including gloves and masks, and other protection as required for the task during the entire time on campus.          -Contractors are to proceed only to the designated area required for the project and return with the minimal contact with staff or students. Once contracted, work has been completed, the contractor must directly leave the building and campus.</p> <p>All visitors / volunteers will be screened using temperature checks and Covid-19 relevant health questions. All visitors / volunteers must wear a mask. Visitors will only meet with the designated parties related to their appointment or issue, limiting their contact with staff and students. Volunteers must go directly to their assigned program. Upon conclusion of appointment / assignment all visitors / volunteers are to leave the building / immediately.</p>	<p>Contractors must wear the proper personal protective equipment (PPE), including gloves and masks, and other protection as required for the task during the entire time on campus.          -Contractors are to proceed only to the designated area required for the project and return with the minimal contact with staff or students. Once contracted, work has been completed, the contractor must directly leave the building and campus.</p> <p>All visitors / volunteers will be screened using temperature checks and Covid-19 relevant health questions. All visitors / volunteers must wear a mask. Visitors will only meet with the designated parties related to their appointment or issue, limiting their contact with staff and students. Volunteers must go directly to their assigned program. Upon conclusion of appointment / assignment all visitors / volunteers are to leave the building / immediately.</p>	<p>Human Resources</p>		
<p><b>* Handling sporting activities for recess and physical education classes</b></p>	<p>-No groups of more than 10 inside and 50 outside.          -classes should be conducted with pods of the same 5-10 students.          -Maintain a minimum of 6 feet between individuals at all times.          -Keep each player's belongings separated from others' and in</p>	<p>-Stagger drop offs of students whenever possible.          -Identify/create small groups that participate in gym together.          -Keep each player's belongings separated from others' and in individually labeled containers, bags, or areas.          -When possible take the classes outside.</p>	<p>Principals</p>		

<p><b>consistent with the CDC Considerations for Youth Sports</b></p>	<p>individually labeled containers, bags, or areas.          -When possible take the classes outside.          -No sharing of items that are difficult to clean, sanitize, or disinfect. Do not let players share towels, clothing, or other items they use to wipe their faces or hands.          -Students should bring their own water bottles.          -There should be no use of water stations.          -May engage in running activities but no Moderate or High risk group activities (basketball, softball, baseball, etc)          -Individual skill and drills may occur but equipment must be cleaned before another individual takes over.</p>	<p>-Discourage sharing of items that are difficult to clean, sanitize, or disinfect. Do not let players share towels, clothing, or other items they use to wipe their faces or hands.          -Maintain social distancing when not engaging in activities. Provide visual cues for the students to know how to safely socially distance from each other.          -Discourage unnecessary physical touching (High Fives, fist bumping, etc)          -If physical distancing is difficult then consider individual work out or skill building          -Wearing cloth face coverings is most important when physical distancing is difficult.          -Plan gym classes to use downtime for individual skill-building work or cardiovascular conditioning, rather than staying clustered together.          -Limit individuals in the bathroom.          -Stagger students getting changed or find a place where they can get changed in a socially distant manner.          -Students should be encouraged to bring their own water bottles.</p>			
<p><b>Limiting the sharing of materials among students</b></p>	<p>All manipulatives will be individualized. Students will bring in Ziploc bags or containers to place the manipulatives provided to them. We will send them home each week so parents can sanitize.</p>	<p>All manipulatives will be individualized. Students will bring in ziploc bags or containers to place the manipulatives provided to them. We will send them home each week so parents can sanitize.</p>	<p>Maria Torres, Principal.          Janice Hinkson-Math Support Teacher.</p>	<p><u>Items ordered</u>          - Coins for money units.          - Magnifying glasses for 5th grade Science.</p>	<p>N</p>

	<p>Teachers will spray contents in bags everyday after school with disinfectant.</p> <ul style="list-style-type: none"> <li>- K-6th grade classes will each need a class set of Chromebooks so students are not sharing Chromebooks and are responsible only for the one assigned to them.</li> </ul>	<p>Teachers will spray contents in bags everyday after school with disinfectant.</p> <ul style="list-style-type: none"> <li>- K-6th grade classes will each need a class set of Chromebooks so students are not sharing Chromebooks and are responsible only for the one assigned to them.</li> </ul>	<p>Distributing and monitoring use of math manipulatives</p>	<ul style="list-style-type: none"> <li>- Rulers for 5th &amp; 6th grade Math/Science classes.</li> <li>- Additional Chromebook carts will be needed to place in the K-6th classrooms so classes are not sharing carts.</li> </ul>	
<p><b>Staggering the use of communal spaces and hallways</b></p>	<ul style="list-style-type: none"> <li>- No class trips to the restroom for grades K-4th. Parent volunteers or stationed security guard at L1 will assist in monitoring restroom overcrowding.</li> <li>- The entire hallway will be used along with the C Lot, weather permitting, for spacing out bus lines at dismissal.</li> <li>- Dismissal will be staggered and both cafeterias will be used to space out sibling pick up.</li> <li>- Arrivals will be held in the classrooms instead of the cafeteria.</li> <li>- Teachers will rotate in lieu of the students to eliminate hallway traffic.</li> <li>- Signs will be spaced out 6 feet apart on the hallway floor for the occasions when students will need to line up for arrivals, to transition to their homeroom, and dismissal,</li> </ul>	<ul style="list-style-type: none"> <li>- No class trips to the restroom for grades K-4th. Parent volunteers or stationed security guard at L1 will assist in monitoring restroom overcrowding.</li> <li>- The entire hallway will be used along with the C Lot, weather permitting, for spacing out bus lines at dismissal.</li> <li>- Dismissal will be staggered and both cafeterias will be used to space out sibling pick up.</li> <li>- Arrivals will be held in the classrooms instead of the cafeteria.</li> <li>- Teachers will rotate in lieu of the students to eliminate hallway traffic.</li> <li>- Signs will be spaced out 6 feet apart on the hallway floor for the occasions when students will need to line up for arrivals, to transition to their homeroom, and dismissal, to transition to outside pick up, bus line, or sibling pick up.</li> <li>- Paw marks spaced 6 feet apart, horizontal &amp; vertical, behind gate in B Lot</li> </ul>	<p>Maria Torres- ES Vice Principal Janice McNamara- ES Dean of Students</p>	<ul style="list-style-type: none"> <li>- Faculty members needed to assist and monitor arrivals and dismissals.</li> <li>- Security Guard or parent volunteers to be stationed at L1 to monitor bathroom usage.</li> <li>- Stickers spaced out 6 feet apart for hallway transitions.</li> <li>- Painted Paws 6 feet apart in the B Lot for class lines and parent spacing.</li> </ul>	<p>Training for parent volunteers.</p>

	<p>to transition to outside pick up, bus line, or sibling pick up.</p> <ul style="list-style-type: none"> <li>- Paw marks spaced 6 feet apart, horizontal &amp; vertical, behind gate in B Lot for parents to station themselves during dismissals.</li> <li>Paw marks 6 feet apart horizontal and vertical for students to line up for outside pick up.</li> </ul>	<p>for parents to station themselves during dismissals.</p> <p>Paw marks 6 feet apart horizontal and vertical for students to line up for outside pick up.</p>			
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>-Two hybrid schedules have been created for the ES students in grades K-8th.</li> <li>- Class size will be limited and students will have a designated day or time to report to school.</li> <li>- Lunch and breakfast will be provided in bags.</li> <li>- Desks will be set 3 feet apart and materials will be individualized.</li> <li>- Grades 3rd-8th teachers will rotate from class to class to minimize hallway traffic. K-2nd grades do not transition so students will remain in the class with their teacher for the day and Specials teachers will rotate to these classes.</li> <li>- K &amp; 5th grade orientation will have a virtual option for parents and staggered times to keep attendance to 15 people per session.</li> <li>-8th grade orientation will be virtual and conducted during homeroom during the first week of school.</li> </ul>	<ul style="list-style-type: none"> <li>-Two hybrid schedules have been created for the ES students in grades K-8th.</li> <li>- Class size will be limited and students will have a designated day or time to report to school.</li> <li>- Lunch and breakfast will be provided in bags.</li> <li>- Desks will be set 3 feet apart and materials will be individualized.</li> <li>- Grades 3rd-8th teachers will rotate from class to class to minimize hallway traffic. K-2nd grades do not transition so students will remain in the class with their teacher for the day and Specials teachers will rotate to these classes.</li> <li>- K &amp; 5th grade orientation will have a virtual option for parents and staggered times to keep attendance to 15 people per session.</li> <li>-8th grade orientation will be virtual and conducted during homeroom during the first week of school.</li> <li>- Back to School Night and other large events will be held virtually.</li> </ul>	<p>Maria Torres- ES Vice Principal Janice McNamara- ES Dean of Students Carmella Marchetti- Bus Transportation Supervisor</p>	<p>IT Support for running live Google Meet sessions during class sessions.</p>	<p>Y. PD will be need to prepare teachers with strategies and guidelines on preparing dual lessons for remote &amp; in class learning. Also, strategies for effectively and efficiently traveling from classroom to classroom.</p>

	<ul style="list-style-type: none"> <li>- Back to School Night and other large events will be held virtually.</li> <li>- School Bus guidelines will be followed as directed by the PA Dept. of Education and the CDC.</li> <li>- Teachers will conduct lessons online that coincide with the lessons taught in the classrooms. For any remote learners who can not attend in class sessions. Recording lesson for remote learners and/or providing a live Google Meet option for in class lessons to allow remote learners to engage in the lesson with their classmates.</li> </ul>	<ul style="list-style-type: none"> <li>- School Bus guidelines will be followed as directed by the PA Dept. of Education and the CDC.</li> <li>- Teachers will conduct lessons online that coincide with the lessons taught in the classrooms. For any remote learners who can not attend in class sessions. Recording lesson for remote learners and/or providing a live Google Meet option for in class lessons to allow remote learners to engage in the lesson with their classmates.</li> </ul>			<p>Finally, how to prepare for teaching on a hybrid schedule. Training on how to Google Meet in students live during class if teachers choose to provide that option to their remote learners.</p>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<ul style="list-style-type: none"> <li>-Establish a hybrid schedule to limit the amount of students within the classrooms and shared spaces. Class sizes will be reduced by more than ½, with no more than 15 individuals in each classroom or learning space.</li> <li>-Total amount of individuals in each classroom or shared space will be no more than the total amount indicated by assigned seats and desks that are spaced according to the set 6’ spacing protocol, and with no single group in a shared space having more than the amount</li> </ul>	<ul style="list-style-type: none"> <li>-Establish a student hybrid schedule to limit the amount of students within the classrooms and shared spaces. Class sizes will be reduced by more than ½, with no more than 15 individuals in each classroom or learning space.</li> <li>-Total amount of individuals in each classroom will be no more than the total amount indicated by assigned seats and desks that are spaced according to the set 6’ spacing protocol, and with no single group in a shared space having more than the amount of designated seats or work stations that 6’ spacing allows. The</li> </ul>	<p>Building Principals</p>	<p>Create a guidance addendum to the Teacher handbook with established routines, policies, and protocols.</p> <p>Hallway markings, classroom and learning space markings, signs.</p> <p>Staff to monitor and enforce</p>	<p>Y</p>

<p>of designated seats or work stations that 6' spacing allows. The teacher's desk and support staff seating will be a minimum of 6' from the closest student desk.</p> <p>-Group interactions will be limited to maintain spacing as established according to the 6' spacing seating protocol. Students will remain in assigned seats or work stations during group interactions.</p> <p>- Teachers and staff will monitor to ensure all individuals remain in assigned seating, spaced appropriately, and will monitor who enters the classroom.</p> <p>-Evaluate building schedules to limit student movement between spaces and interactions between groups of individuals to the extent possible. Have teachers and staff move between teaching spaces and classrooms when possible to limit students from mixing.</p> <p>Individuals will maintain at least 6' between themselves as they move through spaces. Staff will monitor and enforce social distancing.</p> <p>Create markings in hallways, classrooms, and learning spaces to</p>	<p>teacher's desk and support staff seating will be a minimum of 6' from the closest student desk.</p> <p>-Group interactions will be limited to maintain spacing as established according to the 6' spacing seating protocol. Students will remain in assigned seats or work stations during group interactions.</p> <p>- Teachers and staff will monitor to ensure all individuals remain in assigned seating, spaced appropriately, and will monitor who enters the classroom.</p> <p>-Evaluate building schedules to limit student movement between spaces and interactions between groups of individuals to the extent possible. Have teachers and staff move between teaching spaces and classrooms when possible to limit students from mixing.</p> <p>Individuals will maintain at least 6' between themselves as they move through spaces. Staff will monitor and enforce social distancing. Create markings in hallways, classrooms, and learning spaces to reinforce and establish social distancing spacing.</p> <p>-Stagger groups of students leaving classrooms and learning spaces and in hallways to limit numbers of students in hallways at any time.</p>	<p>hallway and classroom flow.</p>	
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	<p>reinforce and establish social distancing spacing.</p> <p>-Stagger groups of students leaving classrooms and learning spaces and in hallways to limit numbers of students in hallways at any time.</p> <p>-Create a one-way traffic pattern in hallways.</p> <p>-Disinfect communal use spaces in between use.</p> <p>-Conduct large group events virtually.</p>	<p>-Create a one-way traffic pattern in hallways.</p> <p>-Disinfect communal use spaces in between use.</p> <p>-Conduct large group events virtually.</p>			
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<p>- Once a hybrid schedule is finalized, a Pearson alert will be sent to parents requesting their daycare providers information, if these providers will be picking up or dropping off their children. These daycares will be contacted to provide our schedule to them and discuss pick up options to minimize crowding during dismissal or arrivals.</p> <p>- No extracurricular activities will be provided for the 1st Semester. We will review the possibility of extracurriculars before the start of the 2nd semester.</p>	<p>- Once a hybrid schedule is finalized, a Pearson alert will be sent to parents requesting their daycare providers information, if these providers will be picking up or dropping off their children. These daycares will be contacted to provide our schedule to them and discuss pick up options to minimize crowding during dismissal or arrivals.</p> <p>- No extracurricular activities will be provided for the 1st Semester. We will review the possibility of extracurriculars before the start of the 2nd semester.</p>	<p>Maria Torres- ES Vice Principal, Janice McNamara- ES Dean of Students, Carmella Marchetti- Bus Transportation Supervisor.</p>	<p>N/A</p>	<p>No</p>

Other social distancing and safety practices					
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## 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?

**Temperature checks and health screening will be conducted every morning. Students who exhibit any signs of illness will be sent to the school nurse for evaluation.**

Staff will either self-monitor temperature, and self-report signs and symptoms or health screening will be conducted in the morning (possible stagger arrival times)

- 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)?

**On a daily basis upon arrival to school all students and staff will complete a health survey and have their temperature checked in the lobby of the building.**

- 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?

**If staff or a student presents with symptoms, we request that they consider getting tested for COVID-19 and/or provide a doctor's note for other treatment-specific guidelines. If you choose not to test, students/staff must stay home for 14 days minimum and return to school when symptom free for 3 days.**

All staff will follow CDC recommendations for self-quarantine. Team members will be properly trained on screening protocols and confidentiality.

**If staff or a student are NEGATIVE for COVID-19, please remain home for 72 hours and until symptom-free without the use of medication. Please reconsider retesting if symptoms worsen. High Risk Symptoms include fever or fever-like symptoms temperature above 100.4 F with or without the presentation of fatigue, body aches, chills rigors. Respiratory symptoms such as cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma. Gastrointestinal Symptoms such as diarrhea, vomiting, or severe nausea. New unexplained loss of taste or smell. Staff or a student reports or has been notified that they have been in close contact with a positive COVID-19 case.**

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

**The School nurse/HR will be responsible for making decisions regarding quarantine or isolation requirements of staff or students. Decisions will be based on High Risk symptoms which include Fever (above 100.0 F or per clinical judgement with OR without fatigue/body aches/chills). Respiratory symptoms (cough, congestion, runny nose, sore throat, shortness of breath) [Allergy and asthma symptoms are NOT acute respiratory illnesses](#). Gastrointestinal symptoms (diarrhea or vomiting) New unexplained loss of taste or smell. Tested positive for COVID-19. Had a close exposure to a confirmed COVID-19 case. Travelled out of state in past two weeks.**

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

**If staff or a student are POSITIVE for COVID-19, must stay home for 14 days minimum and return when symptom-free for 3 days, provide two negative viral test results spaced at least 24 hours apart. A medical note will be required to return to school/work.**

- 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?

**Notice to local health officials, staff, and families will take place immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.**

· 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?

Meeting with the Health and Wellness team to discuss training, implementation and monitoring procedures. Will have monthly meetings to discuss best practices and procedures to ensure safety of all staff members.

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)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	All staff and students will receive temperature checks and complete exposure history form prior to entry.	All staff and students will receive temperature checks and complete exposure history form prior to entry.  <b>Periodic questionnaire will be sent to staff inquiring about Covid exposure and traveling</b>	An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.		Y

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Isolation will take place if students, staff or visitors present with high-risk COVID symptoms will need to be immediately dismissed or picked up by a parent or guardian</p>	<p>Isolation will take place if students, staff or visitors present with high-risk COVID symptoms will need to be immediately dismissed or picked up by a parent or guardian</p> <p>-If a staff member is showing S&amp;S of COVID19 they will report their symptoms to HR or the Nurse. Any employee displaying symptoms will need to leave and self-quarantine for 72 hr.</p> <p>**Employees who have been exposed or in close contact with employees should be sent home to monitor for symptoms. If symptom free the employee may return the following day.</p> <p>-Maintenance will be notified immediately so the area is cleaned and disinfected</p> <p>-Encourage all staff to stay home if they are sick or experiencing any CDC designated COVID19 symptoms</p>	<p>Natalie Morales School Nurse, Elizabeth Otero, Sueca Reid HR</p>	<p>PPE Equipment will be utilized when school nurse is with a student who has been isolated until parent picks up student</p>	<p>N</p>
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<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	As per the CDC recommendations, staff or students who have a confirmed COVID-19 result may return to school after a negative test result improved respiratory symptom and no fever for 72 hours without taking fever reducing medications. A medical note will be required to return to school.	As per the CDC recommendations, staff or students who have a confirmed COVID-19 result may return to school after a negative test result, improved respiratory symptoms and no fever. A medical note will be required to return to work or school.	Natalie Morales School Nurse and Attendance Department	None	N
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	The health and safety of our students and employees is our highest priority. All staff and families will be notified via email regarding Covid19 exposure, policy protocols and school closings.	The health and safety of our students and employees is our highest priority. All staff and families will be notified via email regarding Covid19 exposure, policy protocols and school closings.			
<b>Other monitoring and screening practices</b>	All Students with medical complaints will be triaged for other illnesses by the school administrative assistance and sent to school nurse for evaluation.	All Students will medical complaints will be triaged for other illnesses by the school administrative assistance and sent to school nurse for evaluation.	Natalie Morales, School Nurse	None	N

## 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?

**To reduce the spread of COVID-19, PA Governor Wolf has mandated the use of cloth face coverings/face shields when out in public. CDC recommends the use of wear cloth face coverings/face shields in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain.**

**Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.**

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

**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.**

**Children with severe cognitive or respiratory impairments may have a hard time tolerating a face mask, so special precautions may be needed with these children. These children may need to maintain greater physical distance from others or may need special equipment to monitor their oxygen levels (e.g. pulse oximeter). Children who are considered high-risk or severely immunocompromised are encouraged to wear an N95 mask for protection rather than a cloth mask.**

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

**Currently seeking candidates for building substitute positions to ensure we are well staffed to handle any teacher absences due to illness or other unforeseen circumstances. In addition, we are researching and creating a substitute protocol for teachers and substitute teachers to follow when requesting or providing coverage, in class or remotely.**

- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as, supports for social emotional wellness at school and at home?

**Each department supervisor will ensure that staff and faculty are assigned to their various grade levels and/or departments, in alignment with school policies, so that all students have access to quality opportunities, quality supports, and quality services for instruction, learning support, and social emotional wellness support. Schedules for faculty and staff to regularly check in with and assist students in school and at home will be created and monitored by department supervisors and building principals.**

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)
<b>*Protecting students and staff at higher risk for severe illness</b>	May wear protective face shield in the event a face covering impedes breathing.	May wear protective face shield in the event a face covering impedes breathing.	Special Education Supervisor	Yes	Y
<b>* Use of face coverings (masks or face shields) by all staff</b>	<p>All employees are required to wear a mask or cloth face covering that covers his or her mouth and nose at all times* while on school grounds.</p> <ul style="list-style-type: none"> <li>· Before and after handling the mask (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. Please note: the outside of your mask is considered dirty. When removing your mask untie the strings behind your head or stretch the ear loops. You want to handle only by the ear loops or ties. Be careful not to touch your eyes, nose, and mouth when removing and wash your hands immediately after removing.</li> <li>· Your mask must completely cover your nose and mouth. Make sure it allows for proper breathing without restriction.</li> </ul>	<p>All employees are required to wear a mask or cloth face covering that covers his or her mouth and nose at all times* while on school grounds.</p> <ul style="list-style-type: none"> <li>· Before and after handling the mask (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. Please note: the outside of your mask is considered dirty. When removing your mask untie the strings behind your head or stretch the ear loops. You want to handle only by the ear loops or ties. Be careful not to touch your eyes, nose, and mouth when removing and wash your hands immediately after removing.</li> </ul>	Human Resources	Yes	Y

- Do not pull your mask below your chin while you are wearing it. Leaving the mask dangling or improperly fitted to your face creates opportunities for cross-contamination.

\*Please note the following exceptions:

- Employees whose health or safety is put at risk by wearing a face-covering are not required to do so. If this applies to you, please contact Human Resources.

- Employees who work on their own in an enclosed space (e.g. their own office) Are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask at all other times.

- Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others and must replace the mask when they are done.

The CDC continues to strongly urge everyone to maintain at least 6 feet of social distancing when possible—even with the use of face masks.

- Your mask must completely cover your nose and mouth. Make sure it allows for proper breathing without restriction.

- Do not pull your mask below your chin while you are wearing it. Leaving the mask dangling or improperly fitted to your face creates opportunities for cross-contamination.

\*Please note the following exceptions:

- Employees whose health or safety is put at risk by wearing a face-covering are not required to do so. If this applies to you, please contact Human Resources.

- Employees who work on their own in an enclosed space (e.g. their own office) Are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask at all other times.

- Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from

		<p>others and must replace the mask when they are done.</p> <p>The CDC continues to strongly urge everyone to maintain at least 6 feet of social distancing when possible—even with the use of face masks.</p>			
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Older students will wear protective face coverings unless medical conditions prohibit use.</p> <p>Students will wear protective face coverings unless the following: eating or drinking when spaced 6’ apart, seated at desks or assigned work spaced at least 6’ apart, engaged in any activity at least 6’ apart.</p>	<p>Older students will wear protective face coverings unless medical conditions prohibit use.</p> <p>Students will wear protective face coverings unless the following: eating or drinking when spaced 6’ apart, seated at desks or assigned work spaced at least 6’ apart, engaged in any activity at least 6’ apart.</p>	<p>Building Principals and Teachers</p>		<p>Y</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>Community Academy of Philadelphia will be providing eligible employees with paid leave under the Family Medical Leave Expansion Act and the Emergency Paid Sick Leave Act for qualifying reasons relating to the COVID-19 pandemic. This Policy is effective as of April 1, 2020, and ending on December 31, 2020.</p>	<p>Community Academy of Philadelphia will be providing eligible employees with paid leave under the Family Medical Leave Expansion Act and the Emergency Paid Sick Leave Act for qualifying reasons relating to the COVID-19 pandemic. This Policy is effective as of April 1, 2020, and ending on December 31, 2020.</p>	<p>Special Education Supervisor</p>		<p>Y</p>

<b>Strategic deployment of staff</b>	-Staff will continue to be assigned to various grade levels, departments, and students in alignment with school policies and procedures to best meet the academic and social emotional needs of all learners.  -Create a schedule through which staff will continue to regularly check in with or assist students who are in school and at home.	-Staff will continue to be assigned to various grade levels, departments, and students in alignment with school policies and procedures to best meet the academic and social emotional needs of all learners.  -Create a schedule through which staff will continue to regularly check in with or assist students who are in school and at home.	Building Principals and Department Supervisors		Y
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### 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
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<b>Employee/Staff: Safety Expectations and Protocols within your Job Scope</b>	All Employees	Supervisors of each department	Multiple small group sessions with specialized information regarding the proper execution and maintenance of safety protocols	Time, safe training space, and/ or training videos	June 15, 2020	August 20, 2021
<b>Proper wearing of face masks</b>	All students who are required to wear a mask per current state order	Teachers	Classroom groups, and/or video instruction	Time, safe training space, and/ or training videos, Posted materials with established protocols.	August 19, 2020	August 20, 2020
<b>Proper hand-washing techniques</b>	All students	Teachers	Classroom groups, and/or video instruction	Time, safe training space, and/ or creation of training videos, Materials with established protocols	August 19, 2020	August 20, 2020
<b>Proper social distancing techniques in various areas of the building</b>	All students	Teachers	Classroom groups, and/or video instruction	Time, safe training space, and/or creation of training videos, Materials with established protocols	August 19, 2020	August 20, 2020
<b>On-going reinforcement of training on safety protocols</b>	All students	All employees	Case-by-case basis	Posted signs with safety protocols, adequate access to hand sanitizer, cleaning materials, and other established safety resources	August 19, 2020	Throughout the school year
<b>Safety protocols for NEW students including social distancing protocols, handwashing</b>	New Students	Teachers	On-going, as-needed basis	Time, safe training space, and/or creation of training videos, Materials with established protocols	October 19, 2020 or two weeks prior to resuming in-person classes	June 11, 2021

<b>techniques, proper mask wearing (if appropriate)</b>						
<b>Protocols for sharing of educational materials, if unavoidable</b>	All students	Teachers	Classroom groups, and/or video instruction	Time, safe training space, cleaning materials; materials/signage with established protocols	October 19, 2020 or two weeks prior to resuming in-person classes	June 11, 2021

### Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Development, Updates, and Finalization of High School Building Procedures in Alignment with Approved Health and Safety Plan in accordance to CDC</b>	Families and Staff	Acting CEO, Dr. O'Brien and Jaclyn Smith, High School Principal upon approval from Dr.	PowerSchool Communications, website, staff emails, translations in parents' preferred languages	06/30/2020	6/30/2021

<b>guidelines and PA Dept. of Ed guidelines</b>		O'Brien, Acting CEO			
<b>Providing necessary updates, policies, procedures, and safety measures in alignment with approved Health &amp; Safety Plan in accordance to CDC guidelines and PA Dept. of Ed guidelines</b>	- Parent/Guardians. -Faculty/Staff.	Acting CEO, Dr. O'Brien	PowerSchool Communications, website, faculty/staff emails, Remind 101, Classtag, Teacher Newsletters, CAP Memos/Flyers to parents. All parent communications will be in Parent preferred language.	7/1/2020	6/30/2021

## Health and Safety Plan Summary: Community Academy of Philadelphia, CS

Anticipated Launch Date: **8-10-2020**

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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>-Building cleaning vendor will clean all classroom surfaces daily including windows sills, desktops, file cabinets, chairs, tables, phones, partition / door glass and door frames and handles using EPA approved disinfectant cleaner for Covid-19.</li> <li>-Continuous high touch areas such as door handles by CAP staff during school day</li> <li>-HVAC air handlers sent to fan on during school day.</li> <li>-Drinking fountains restricted to only bottle filling dispensers.</li> <li>-Limit the number of persons in restrooms at a time.</li> <li>-Hallways to be marked with social distancing reminders.</li> <li>-Elevator restricted to 2 persons at a time.</li> </ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Classrooms to be set a 6' separation protocol.</p> <ul style="list-style-type: none"> <li>-Classrooms may be used for breakfast / lunch.</li> <li>-If cafeterias are used for lunch setting will be at 6' spacing intervals and additional cleaning between student groups.</li> <li>-Restrict the number of persons in the lobby to allow for social distancing of 6'. This may require some persons to wait outside the building until they can safely enter.</li> </ul>

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

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

**\* Handling sporting activities consistent with the [CDC Considerations for Youth Sports](#) for recess and physical education classes**

**Limiting the sharing of materials among students**

**Staggering the use of communal spaces and hallways**

**Adjusting transportation schedules and practices to create social distance between students**

-Commons, Atrium and gym not to be used for large gatherings. If seating is necessary the use of the 6' protocol will be in effect.

-Wash hands with soap and water for at least 20 seconds. If soap and water are not available use hand sanitizer that contains at least 60% alcohol. It's especially important to wash: Before eating, after using the restroom, after leaving a public place, after blowing your nose, coughing, or sneezing, after handling cloth face covering, after caring for someone sick.

Signs promoting protective measures and hand washing posted throughout the building. Social distancing reminders also posted throughout the building.

-When possible do all recess and gym classes outside.

-put participants into small groups (cohorts) that remain together and work through stations, rather than switching groups or mixing groups

-Maintain social distancing when not actively engaged in activities

-focus on individual skill building versus competition

-If playing inside, ensure ventilation systems or fans operate properly.

-Discourage sharing of items that are difficult to clean, sanitize, or disinfect. Do not let players share towels, clothing, or other items they use to wipe their faces or hands.

-Have students and staff wash hands (or use hand sanitizer) before and after touching shared equipment.

-Plan activities that do not require individuals to share materials during a class period. If using materials, use ones that stay with the same individual for the duration of the class, and disinfect between uses.

-Keep each participants' belongings separated from others' and in individually labeled containers, bags, or areas.

-Label students' belongings.

**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**

-Obtain extra supplies and materials to limit the need for sharing. Limit the use of shared equipment when possible to minimize sharing of materials between students, or to limit to one group of students at a time, with disinfection of materials between uses.

-Restrict the number of persons in the lobby to allow for social distancing of 6'. This may require some persons to wait outside the building until they can safely enter.  
-Commons, Atrium and gym not to be used for large gatherings. If seating is necessary the use of the 6' protocol will be in effect.

- Staggered arrivals and dismissal for students in grades K-8th grade. Classrooms will be used for arrivals so students are not congregating in the cafeteria. Classroom desks will be spaced out according to CDC guidelines. Based on PSD bus transportation pick up and drop off times assigned to us we will adjust times as necessary. Lines will be socially distanced using hallway floor markers and C lot will be used when weather permits.  
- There will only be one teacher allowed per classroom and the student population, in the classroom, will be cut in half to allow for proper social distancing. Procedure for reading and writing groups will be established to allow for socially distanced one to one learning.  
- Academic calendar and schedules will be provided to all daycare providers and the bus company. A form will be sent home requesting the contact information for the daycare providers from parents. Ms. Marchetti will be the lead contact between the daycare providers and CAP.  
- Teachers will be advised of set bathroom procedures which will eliminate whole class bathroom trips. Teachers will rotate in lieu of students. Hallway line stickers will be placed in the ES hallway. Hygiene posters will be posted in classrooms and bathrooms. Manipulatives will be individualized in grades K-8th. Students will bring in Ziploc bags to store the materials provided to them. Approved scheduled will be used to ensure social distance and safety protocol is met.

## Monitoring Student and Staff Health

Requirement(s)

Strategies, Policies and Procedures

**\* 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**

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

Any employee sent home can return to work when:

-He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND

- Any respiratory symptoms (cough and shortness of breath) have improved; AND

-At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms are not COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact human resources for further direction.

All CAP employees are eligible for Emergency Paid Sick Leave.

Qualifying Reasons for Emergency Paid Sick Leave will be found in the employee manual

## Other Considerations for Students and Staff

Requirement(s)

Strategies, Policies and Procedures

**\* Protecting students and staff at higher risk for severe illness**

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

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

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

**Strategic deployment of staff**

-Require staff to wear masks/shields

-Provide masks for staff

-Require students to wear masks

-Support teachers and staff will rotate into classes or learning spaces to reduce mixing of students

-Provide each classroom, learning space, and common space with cleaning supplies and hand sanitizer

-Staff should avoid using other employees' cell phones, classroom phones, office phones, desks, offices, instructional devices and tools

-Limit use and types of music instruments, art supplies, instructional concrete manipulatives, physical education supplies, and lab equipment

-Require individuals to maintain a distance of 6' feet away from each other

-Place proper signage in bathrooms and throughout the building to instruct individuals on proper hygiene procedures

- Model proper mask/shield wearing and protocol in front of students

-Emphasize and instruct the importance for mask/shield wearing to students

-Provide extra masks/shields in the event individuals forget or damage theirs.

- Provide mask regulations for students so it coincides with our uniform requirements.

- Provide a hand sanitizer dispenser outside the ES Office and HS Office, Behavior Support Suite, and Student Climate Center

- Provide hygiene guideline posters in the LS, MS, and HS bathrooms.

- During the 1st week of school provide the students with proper hand washing techniques and the emphasize the importance of social distancing, not sharing supplies, covering their mouths when they cough or sneeze, follow the markings on the floor in the hallway and B Lot to maintain a safe distance, sanitizing often. Incorporate this conversation on a weekly/bi-weekly basis for the remainder of the school year.

- Request that parents provide their children with personal hand sanitizers to carry on them while in school so they may sanitizer as needed throughout the day. Teachers will model and instruct on appropriate usage of hand sanitizer to minimize disruptive behavior.

-Determine additional considerations needed for students or other individuals with complex needs to ensure the safety of these individuals and the individuals providing service to or near them.

-Faculty and Staff will monitor, instruct about, enforce, and model mask wearing in classrooms and hallways

Teachers and staff will monitor, instruct about, enforce, and model hygiene and distancing practices in classrooms.

-Security will monitor mask as students enter and exit restrooms

-HR to train faculty and staff about mask wearing and good hygiene and distancing practices

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Community Academy of Philadelphia, CS reviewed and approved the Phased School Reopening Health and Safety Plan on August 6, 2020.

The plan was approved by a vote of:

Yes  
 No

Affirmed on: August 6, 2020

By:

  
\_\_\_\_\_  
(Signature\* of Board President)

John FitzSimmons

(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.



# Emergency Instructional Time Template

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## Section 520.1

As [communicated to chief school administrators on July 6, 2020](#), Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. LEA's Proposed Calendar and Schedule(s) for SY 2020-21
  - a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
8/24/20	6/11/21	180

- b. A sample weekly academic schedule as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

2. If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

CAP is devoting resources to equip each student in grades K-12 with a 1:1 device, securing high quality online resources, and training teachers. We are sharing information about local low-cost internet providers and cooperating with the School District of Philadelphia and Philadelphia's Chief Education Officer in searching for solutions to connect families to reliable and affordable internet service. We have a plan in place to provide needed technical support to families. We are also including hands-on hard copies of materials to students, particularly in the lower grades to complement their online work.

3. The Chief School Administrator and Board President affirm the following:

- The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

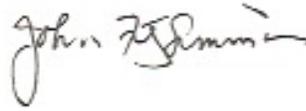
Name of Local Education Agency: Community Academy of Philadelphia, a PA Charter School

Signature of Chief School Administrator



Date August 6, 2020

Signature of Governing Body President



Date 6 August 2020

Date Approved at Board Meeting: August 6, 2020

*Please submit this signed form to \_\_\_\_\_ along with the following attachments: the proposed weekly schedule and a copy of the board minutes at which such schedule was approved.*

*Any questions can be submitted to \_\_\_\_\_*



**Community Academy of Philadelphia**  
a Pennsylvania Charter School

**Chief Academic Officer**

1100 East Erie Avenue  
Philadelphia, PA 19124

T 215.533.6700

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[www.communityacademy.org](http://www.communityacademy.org)

**Appendix A:**

CAP will be 100% Cyber through the beginning of the school year through November. The situation will be reevaluated with the goal of a safe, phased reopening which would include a Hybrid Schedule as outlined below.

**K-12 Cyber Weekly Schedule**

Community Academy of Philadelphia K-12 Cyber Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
All Students Remote Learning	All Students Remote Learning	All Students Remote Learning	All Students Remote Learning	All Students Remote Learning
Note: Depending on students' needs, some students with special needs may be provided up to 4 days of on-site instruction.				

**K-12 Hybrid Weekly Schedule**

Community Academy of Philadelphia K-12 Hybrid Schedule: 50% Return				
Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-Person	Group B: In-School/ In-Person	Group A: In-School/ In-Person	Group B: In-School/ In-Person	Groups A and B: Remote Learning
Group B: Remote Learning	Group A: Remote Learning	Group B: Remote Learning	Group A: Remote Learning	
Note: Fridays are remote learning days for students. Depending on students' needs, some students with special needs may be provided up to 4 days of on-site instruction.				



Community Academy of Philadelphia  
a Pennsylvania Charter School

**Deputy Chief Executive Officer**

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**SY 2020-2021 Academic Calendar**

*August (revised)*

24 K- Parent Orientations (9 AM, 9:45 AM, 10:30 AM-  
By reservation only)

5th grade Virtual Orientation for Parents & Students  
(Posted on the ES Section of the CAP website)

7<sup>th</sup> and 8<sup>th</sup> grade Chromebook pickup (Schedule posted  
on the website)

9th Grade Orientations and Chromebook Pickup (8:30  
AM-9:45AM; 10:00 AM-11:15 AM)

8th grade Virtual Orientation for Parents & Students  
(Posted on the ES Section of the CAP website)

10th grade Chromebook pickup, 12:00 PM-3:00PM

25 5<sup>th</sup> and 6<sup>th</sup> grade Chromebook pickup (Schedule posted  
on the website)

9th Grade Orientations and Chromebook Pickup  
(8:30 AM-9:45AM; 10:00 AM-11:15 AM)

11th grade Chromebook pickup, 12:00 PM-3:00PM

26 3<sup>rd</sup> and 4<sup>th</sup> grade Chromebook pickup (Schedule posted  
on the website)

9th Grade Orientations and Chromebook Pickup  
(8:30 AM-9:45AM; 10:00 AM-11:15 AM)

12th grade Chromebook pickup, 12:00 PM-3:00PM

27 1<sup>st</sup> and 2<sup>nd</sup> grade Chromebook pickup (Schedule poste  
d on the website)

9th Grade Orientations and Chromebook Pickup  
(8:30 AM-9:45AM; 10:00 AM-11:15 AM)

*September*

4 - 7 Labor Day: No school  
9 Back to School Night (6-8 PM)/Senior Financial Aide  
Night  
11 Activities Fair (HS)/Activities Lunch Fair (ES)  
25 Professional Development: No school for students

*October*

2 40<sup>th</sup> Anniversary Gala: B schedule  
5 Progress Reports distributed  
5-9 College and Career Awareness Week  
College and Career Fair  
Progress Reports will be distributed  
12 Columbus Day: No school  
PSAT (10<sup>th</sup>/11<sup>th</sup> grade) on site  
28 1<sup>st</sup> Quarter Exams: A schedule  
29 Literacy Night (5:30-7 PM)  
1<sup>st</sup> Quarter Exams: A schedule  
End of the 1<sup>st</sup> quarter  
30 Professional Development: No school for students

*November*

11 Veterans' Day: No school

23 Report  
Card Conferences: B Schedule (2:00-5:00PM)  
24 Report Card Conferences: B Schedule (2:00-7:00PM)  
25 Report Card Conferences: No school for students  
26 - 27 Thanksgiving Holiday: No school

*December*

10 Holiday Concert (6 PM) Elementary School  
11 Holiday Concert (6 PM) High School  
11 Progress Reports will be distributed  
22 B-schedule for students  
23 Winter Break begins: No school

*January*

1 New Year's Day: No school  
4 Back to school – classes resume  
18 Martin Luther King Day: No school  
28 - 29 Midterm Exams: A schedule  
29 End of 2<sup>nd</sup> Quarter

*February*

11 Report Card Conferences (2:00-7:00PM) Graduation  
Warning Notices. B schedule  
12 Report Card Conferences (2:00-5:00PM): B schedule  
15-16 Presidents' Day: No school

*March*

3 Honors Banquet (HS only) at 6 PM  
4 Honors Breakfast (ES only)  
5 Progress Reports will be distributed  
18 Museum Day for the HS only  
19 Founder's Day: No school  
31 Spring Break begins: No school

*April*

1-5 Spring Break: No school  
6 Classes Resume  
8-9 3<sup>rd</sup> Qt Exams: A Schedule  
9 End of 3<sup>rd</sup> Quarter  
15 STEAM Night (5-7 PM)  
19-21 PSSA ELA, Gr 3-8  
22 Report Card Conferences (2 - 4 PM): B schedule  
23 Report Card Conferences (2 - 4 PM): B schedule  
26-27 PSSA Math, Gr 3-8  
28-29 PSSA Science, Gr 4, 8  
30 Senior/Junior Prom: B schedule HS only

*May*

3 College Decision Day  
3 US Gov and Politics AP test  
4 Calculus AB AP test and Human Geography AP  
5 English Literature & Comp AP test  
6 Spring Show (6 PM) High School  
7 Spring Show (6 PM) Elementary School  
7 Progress Reports Distributed  
7 2D Studio Art AP  
11 Spanish Language AP test and Psychology AP  
12 English Language & Comp AP  
14 Biology AP test  
17-18 Algebra Keystone Exams  
20-21 Biology Keystone Exams

24-25 Literature Keystone Exams  
28 Zero Day for Seniors: B schedule  
31 Memorial Day: No school

*June*

1 Senior Exams (Special Exam Schedule)  
2 Senior Exams (Special Exam Schedule)  
4 HS Graduation practice  
7 Graduation practice  
HS Final Exams: Exam Schedule  
ES: B Schedule  
8 Graduation at 3PM  
HS Final Exams: Exam Schedule  
ES: B Schedule  
9 HS Final Exams: Exam Schedule  
ES: B Schedule  
10 No students – PD for Faculty  
Kindergarten Culminating Exercises at 9AM  
Eighth Grade Culminating Exercises at 11:30 AM  
11 Culminating Exercises HS Dismissal @ 10 AM and  
ES Dismissal @ 11:30 AM

<p><b>Student Dismissal Times (Schedules)</b> A = 3:00 pm B = 1:00 pm</p> <p>HS = High School ES = Elementary School</p>
--



For Board Approval:

## Community Academy of Philadelphia Athletics Proposed Reopening Plan

**This guidance is preliminary; as more public health information is available, the administration may work with impacted entities to release further guidance which could impact fall, winter, or spring seasons.**

**\*Items highlighted in yellow throughout the document, meet the adherence guidelines set forth by Governor Wolf in terms of guidance to return to sporting events at all levels.**

### Introduction:

The COVID-19 pandemic has presented athletics with a variety of challenges. The COVID-19 virus is a highly contagious illness which primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control, among others, have found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children and a child with a mild, or even asymptomatic case of COVID-19, can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risks of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, coaches, and their families.

CAP will take the necessary precautions and recommendations from the federal, state, and local governments including CDC, PA Department of Health, as well as the NFHS and PJ-AA. We realize the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed when new information becomes available in order to decrease the risk of exposure for our staff, students, and spectators.

### General Considerations:

- All off-season workouts are open and voluntary to any students in grades 9-12, who are enrolled within CAP.
- While there is still an inherent risk of infection for those participating, everyone in attendance should be actively working towards decreasing the risk of transmission to others, by **adhering to prevention guidelines.**
- Everyone should arrive and leave at the scheduled time to avoid overlap in groups.
- All athletes should clean individual equipment (personal and school-issued) and clothing after every use. **Coaches should thoroughly clean all team/shared equipment after every use.**
- During off season conditioning, each team will designate a primary point of contact for all questions related to COVID-19. All parents, athletes, and assistant coaches must be provided with that information. **Further questions will be referred to the Athletic Director, or the schools assigned "pandemic coordinator" once established.**

### **Considerations for Coaches:**

- Design activities that focus on increasing risk mitigation strategies (social distancing, hand hygiene, etc.).
- Seek guidance from the Athletic Director, school, and/or athletic trainers on educational strategies for student-athletes.
- Design activities to resume in a gradual fashion to avoid overuse injuries and exertional/heat-related illnesses.
  - Consider that all athletes have some level of detraining and may not be returning at the same fitness level and activities may need to be adjusted accordingly. Additionally, if athletes miss sessions, they may need to start at a previous level.
  - Coaches should work with the Athletic Director and/or an Athletic Trainer for guidance on adhering to each stages' recommendations.
- Break time may need to be increased and/or staggered to accommodate social distancing, hand washing, and avoiding shared hydration sources.
- The Athletic Department will continue to work with other school administrators as we continue to develop a Reopening Guide for staff and our general school population.
- Coaches must stay until all members of their team have left the campus.
- Notification of any use of facility (indoor or outdoor) must be given to the Athletic Director prior to entry into or onto the facility.

### **Considerations for Athletes:**

- Gradually work up intensity of activity.
- Communicate all health and fitness-related concerns with coaches, athletic trainer, or athletic director immediately.
- Athletes should arrive prepared to go and avoid congregating before the workout. Athletes should leave immediately following the workout.
- **Activities that increase the risk of exposure to saliva must not be allowed including chewing gum, spitting, licking fingers, and eating sunflower seeds.**
- Whenever possible, equipment and other personal items should be separated and not shared. If equipment must be shared, all equipment should be properly disinfected between users.

### **Pre-Workout Procedure: (ALL PHASES)**

- **All students and parents/guardians will fill out the waiver form:**
- **All athletes and coaches in attendance must complete screening prior to practice.**
  - Anyone with positive findings on screening should not attend (even as a spectator). Coaches should not allow athletes to return until they are given the okay by an athletic trainer or administrator.
  - Coaches will continually monitor screenings and reach out to anyone with positive findings with further instructions.
  - Coaches must review the screening report at the start of each workout and confirm that everyone in attendance has completed a screening survey that day.

- Coaches must maintain accurate attendance of each workout and submit to the Athletic Director immediately after their off-season volunteer practice session. **These procedures will continue as we move into official practices in August.**
- Athletes and coaches should use hand sanitizer and/or wash hands prior to the start of workout and if needed throughout practice and/or at breaks.
- Each athlete must have their own personal water bottle and a facial covering to participate. No coolers or hydration stations should be utilized at this time.

#### Screening Procedure:

- Screening survey should be completed the same day as the workout. Athletes and coaches may not remain on campus if the screening survey is not completed.
- Athletes should complete screening in consultation with parents.
- Screening Survey Questions & Screen Sheet:
- Athletes who previously were diagnosed with COVID-19 and have since recovered must receive clearance from their treating health care provider and notify coaches and the Athletic Director, in order work with the health officials and/or trainer to set that an appropriate return to play plan can be established.
- If anyone tests positive for COVID-19 who was at a workout within 14 days, appropriate notification and tracing will be initiated.

#### Levels of Participation:

##### Level 1 - Pennsylvania State/County Red

**Team Activities:** No in-person gatherings allowed, Athletes and Coaches may communicate via online meetings ( Google Meet, Remind, Hudl etc). Athletes may participate in individual home workouts including strength and conditioning.

- All school facilities remain closed as per PA State Guidelines.
- Athletes and Coaches should abide by guidelines set forth by the local and state governments.

##### Level 2 - Pennsylvania State/County Yellow (or Green) Board Approval

**Team Activities:** No in-person gatherings allowed, Athletes and Coaches may communicate via online meetings ( Google Meet, Remind, Hudl etc). Athletes may participate in individual home workouts including strength and conditioning.

- All school facilities will remain closed to our student-athletes
  - Coaches may use facilities to meet with the Athletic Director, other coaches, and/or to prepare for off-season training. **In any in person meetings, all parties must wear protective face wear while on site.**
- Coaches and Athletic Director will meet, review and consider the CDC guidance on [consideration for youth sports](#) to modify practices and games to mitigate the risk of spreading the

virus. This includes focusing on individual skill building versus competition and limiting contact in close contact sports.

- Education of new recommendations will be discussed with our athletes and families
- In order to participate in training once we get into Level 3 and beyond, we will need Preparation Waiver to be filled out for the 2020-2021 school year.

### **Level 3 - PA State Green Beginning Monday July 6th Thru Friday July 17th**

**Team Activities May Include:** basketball, running sports, baseball, softball, soccer,

#### **Pre-workout/Contest Screening:**

- Any person who has COVID-19 symptoms should not be allowed to participate in practice/games, and should contact their primary care physician or another appropriate health-care provider. A clearance may be required to return to play.
- COVID-19 Screenings (Questionnaire and Temperature Checks may continue as per State and Local government recommendations)
- Team attendance should be recorded

#### **Gathering and Group Sizes**

- When not directly participating in practices or contests, social distancing should be considered and applied when able
- Outside Facility - 50 or less (This includes coaches and players)
- Gymnasium - 25 or less (This includes coaches and players); **As we move closer to the winter sports season, and with the use of indoor facilities, we will continue to work on plans that will adhere to all guidelines set forth by PDE, CDC, and the PA Department of Health**
  - Workouts should be contained in pods of 10 or less. These pods remain together for all activity and intermingle with other pods as little as possible.
  - No group huddles.
  - Instruction can be given in a socially distant manner.
  - Stretching, warmups, and cooldowns can be done in a socially distant manner.
- No locker room use. Restrooms should be used one at a time if needed.

#### **Facilities Cleaning:**

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable disease
- Athletic Facilities should be cleaned prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often

#### **Physical Activity and Athletic Equipment:**

- Low, Moderate, and High Risk practices and Low and Moderate Risk competitions may begin (As per State, Local, and CDC Guidelines)

- Students should refrain from sharing clothing/towels and should be washed after each practice, including pinnies.
- No handshakes, fist-bumps, high fives, etc.
- Athletic equipment that may be used by multiple individuals (balls, shields, tackling dummies, shot put, discus, pole vault, etc.) should be cleaned intermittently during practice and events as deemed necessary
- Hand Sanitizer should be used periodically as resources allow
- Spotters for maximum weight lifts should be stationed at each end of the bar
- Facial coverings required for all coaches and staff. Facial coverings required at all times when practicing or playing indoors.
- Facial coverings required outside as well if social distancing cannot be maintained. Coaches and staff should be wearing facial coverings at all times.
- Athletes should take frequent breaks for hand-washing or hand sanitizer use.
- Limit shared objects to those required for sport only (i.e. volleyballs, soccer balls, etc.).
  - Team equipment should be cleaned at the conclusion of each session by coaching and/or maintenance staff and individual clothing or equipment (team issued or personal) should be cleaned at the conclusion of each session by participant. **Note: No materials will remain on-site. A plan of action for baseball and softball members who will wear padded equipment will continue to be established when the season begins in March.**
- When appropriate coaches and athletes should be wearing a mask at all times

#### **Hydration:**

- Students MUST bring their own water bottle. Water bottles must not be shared.
- Hydration Stations may be used but MUST be cleaned after every practice/event.

#### **Level 4 - PA State Green Beginning Monday July 20th through Start of Season**

*\*May need to be modified depending on PJ-AA, PDE, PA Dept. of Health, Philadelphia County Health Department or District Guidelines or Policies*

**Team Activities May Include:** Low/Moderate Sports may resume as normal.

#### **Pre-workout/Contest Screening:**

- Any person who has COVID-19 symptoms should not be allowed to participate in practice/games, and should contact their primary care physician or another appropriate health-care provider.
- COVID-19 Screenings (Questionnaire and Temperature Checks may continue as per State and Local government recommendations)
- Team attendance should be recorded

#### **Limitations on Gatherings:**

- As per State and Local Guidelines
- When not directly participating in practices or contests, social distancing should be considered and applied when able
- No limitation on group sizes. However, in confined spaces special consideration should be given to allow for social distancing if needed.

- Some equipment may need to be taped off for non-use, to help with distancing, help with cleaning, and facilitate distancing
- Limit group huddles when possible for instruction.
- No handshakes, fist-bumps, high-fives, etc.
- Team meetings should allow for social distancing or take place on a virtual platform.

#### **Facilities Cleaning:**

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable disease
- Athletic Facilities should be cleaned prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment surfaces
- Team equipment should be cleaned at the conclusion of each session by coaching and/or custodial staff and individual clothing or equipment (team issued or personal) should be cleaned at the conclusion of each session by the participant.

#### **Physical Activity and Athletic Equipment:**

- All sports may resume normal practice and competition
- Students should refrain from sharing clothing/towels and should be washed after each practice, including pinnies.
- Athletic equipment that may be used by multiple individuals (balls, shot put, discus, etc.) should be cleaned intermittently during practice and events as deemed necessary
- Hand Sanitizer should be used periodically as resources allow
- Facial coverings required for all coaches and staff. Facial coverings required at all times when practicing or playing indoors.
- Facial coverings required outside as well if social distancing cannot be maintained. Coaches and staff should be wearing facial coverings at all times.

#### **Hydration:**

- Students MUST bring their own water bottle. Water bottles must not be shared.
- Hydration Stations may be used but MUST be cleaned after every practice/event.

#### **OTHER RECOMMENDATIONS:**

##### **Transportation:**

Modifications for student/coach transportation to and from athletic events may be necessary. This may include:

- Reducing the number of students/coaches on a bus/van
- Using hand sanitizer upon boarding a bus/van
- Social distancing on a bus
- Use of masks or protective face wear on busses

*These potential modifications will be determined by the school, Department of Education, State and Local governments.*

### **Social Distancing during Contests/Events/Activities**

- Sidelines/Bench – Appropriate social distancing will need to be maintained on sidelines/bench during contests and events, as deemed necessary by the school, P-JAA, state and local governments. Consider using tape or paint as a guide for students and coaches.

### **Who should be allowed at events?**

- Group people into tiers from essential to non-essential and decide which will be allowed at an event:
  - Tier 1 (Essential) – Athletes, coaches, officials, event staff, medical staff, security
  - Tier 2 (Preferred) – Media
  - Tier 3 (Non-essential) – Spectators, vendors
    - Only Tier 1 and 2 personnel will be allowed to attend events until state/local governments lift restrictions on mass gatherings.
    - Changes to seating capacity and social distancing may be necessary for each venue facility and will be determined as more recommendations are released by the local/state governments.

### **Positive Cases & Coaches, Staff, Athletes Showing COVID-19 Symptoms:**

The link above is the plan of action should an athlete or coach fall ill. This includes educating our stakeholders on the symptoms of COVID-19 and when to stay home.

### **Scheduling:**

If multiple teams request the use of a facility, adequate time shall be scheduled between groups. This will allow for facilities to be cleaned, disinfected, and to minimize interaction between athletes. Each individual game or practice at a complex must adhere to the gathering occupancy limits, 250 in the green phase, and the facility as a whole may not exceed 50% of total occupancy otherwise permitted by law.

COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL  
 BOARD OF SCHOOL DIRECTORS  
 August 6, 2020

RESOLUTION: #08-06-2020   2  

**WHEREAS**, the current CEO, Joseph H. Proietta, EDM, has indicated his desire to retire effective October 31, 2020,

**WHEREAS**, the effects of the COVID-19 pandemic have required the activation of a “Phased School Reopening Health and Safety Plan” that will continue through and past his retirement, and in order to provide for continuity in leadership,

**RESOLVED**, that Alberta P. O’Brien EDD is appointed Acting CEO until an election can be held at the reorganization meeting of the Board in September, 2020. During this time and after his complete retirement Mr. Proietta will act as an advisor and be titled Founder and President Emeritus.

Recording of the vote:

Roll Call---	Yea	Nay	Absent	Abstain	Comment
Calcerano, G.	_____	_____	_____	✓	_____
FitzSimmons, J.	✓	_____	_____	_____	_____
Gomez, J.	✓	_____	_____	_____	_____
Hernandez, S.	✓	_____	_____	_____	_____
Holmes, T.	_____	_____	✓	_____	_____
Osoria, M.	✓	_____	_____	_____	_____
Silva Jr., C.	✓	_____	_____	_____	_____
Vasquez, J.	✓	_____	_____	_____	_____
Viola Jr. F.	✓	_____	_____	_____	_____
Williams, W.	✓	_____	_____	_____	_____

(\*Note: Those Board members appropriately abstain from their own nomination and election but vote in favor of all others)

Summary:                      8   Y      0   N      1   Ab      1   Abt

The motion has \_\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_ Been Tabled

  
 \_\_\_\_\_ 08/06/20  
 Joseph H. Proietta, EDM, CEO, Board Secretary



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
333 MARKET STREET  
HARRISBURG, PA 17126-0333

DEPUTY SECRETARY FOR ELEMENTARY  
AND SECONDARY EDUCATION

717-787-2127

August 26, 2020

Mr. Joseph Proietta  
Chief Executive Officer  
Community Academy of Philadelphia Charter School  
1100 E Erie Ave  
Philadelphia, PA 19124

SENT VIA ELECTRONIC MAIL

Dear Mr. Proietta:

The Pennsylvania Department of Education (“PDE”) has received the Community Academy of Philadelphia Charter School submission of temporary provisions adopted pursuant to section 520.1 of the School Code, 24 P.S. § 5-520.1. The submission included board meeting minutes demonstrating adoption of the temporary provisions and the temporary provisions adopted, including the Community Academy of Philadelphia Charter School proposed calendar and academic schedule.

The temporary provisions adopted by the Community Academy of Philadelphia Charter School account for at least 180 days and 900/990 hours of instruction. Accordingly, the temporary provisions are approved for implementation during the period of pandemic response.

Sincerely,

A handwritten signature in blue ink that reads "Matthew Stem".

Matthew S. Stem  
Deputy Secretary