

PNCS Covid-19 Response Plan



Considerations and Recommendations

The following Health and Safety Plan has been created in accordance with state and federal guidelines as outlined by the Pennsylvania Department of Education, Pennsylvania Department of Health, and the Center for Disease Control. Our team has worked to ensure that safeguards are in place so as to protect our students, staff, and families for the 2020-2021 school year. The following is the most recent draft of the Health and Safety Plan based on the information available on July 14, 2020.

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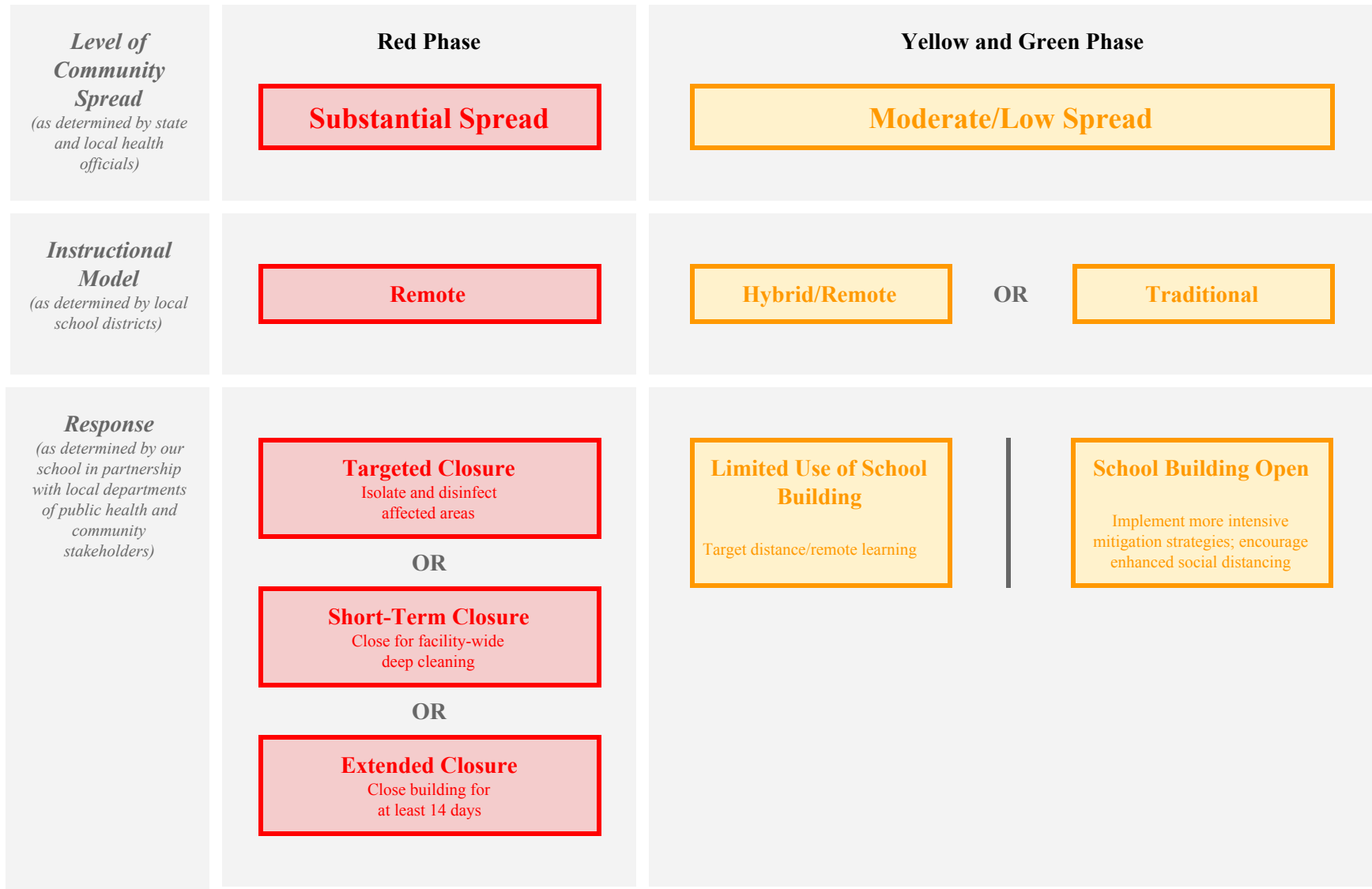
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PANDEMIC TEAM & ROLES

PNCS Health and Safety Plan

- Pandemic Coordinator - Gabrielle Uber
- Pandemic Team - Cyndi Glenn, Joseph Nocera, Gerda Griffiths, Melissa Sellner, Clare Stefanini.
- Roles and Tasks have been assigned and coordinated by Gabrielle Uber and managed through team meetings.

RESPONSE DECISION TREE



COMMUNICATIONS

PNCS Health and Safety Plan:

- The school health and safety plan will be posted on the schools COVID-19 website.
- The School Pandemic Coordinator and Principal will provide regular updates to the website and information via constant contact, or email.
- The school principal will regularly disseminate information on prevention habits to PNCS families. In addition, PNCS will regularly send reminders home including [CDC information](#).
- In order to effectively provide instruction to all of our families during the 2020-2021 school year, we plan to provide remote learning as an option for families that have transportation issues, health issues or family concerns. Everyday from at least 9:00 to 2:30 families will have the opportunity to select remote learning for their child for the day. Students will attend regular class sessions via ZOOM with the rest of their classmates. Some commitment to a stable learning choice will be requested.
- PNCS staff that are high risk will have the opportunity to apply to work as a remote learning teacher. However, teachers will be expected to be both remote teachers, and traditional teachers.
- [CDC Signs](#) explaining how to reduce the spread of Covid-19 are posted in highly visible locations.
- A COVID-19 response page is on our school website. The Website Page is live and will be updated regularly by our Director of Admissions..
- The school is currently posting updates to our families via email and website.

STAFF TRAINING

PNCS Health and Safety Plan

- On-line training is the default mode of training to minimize interaction. If in-person training takes place, no more than 15 people will attend spaced at 6 feet apart.
- Any new time-sensitive information in the Health and Safety Plan will be presented to staff in an online format prior to staff entering the building. This online training will be recorded in case an individual is unable to attend the live session.
- If in-person training must be held, participants who attend these training sessions will be required to wear masks, spaced six feet apart, and will have their own handouts.

SOCIAL DISTANCING

PNCS Health and Safety Plan

- Teachers will be considered both remote instructors and traditional instructors. Each class will contain usually 6 students and 1 teacher with no more than 12 students at any given time.
- A schedule will be created for each homeroom to have indoor recess and outside time. In order to limit the number of students participating in recess, recess will be held according to each homeroom, depending on the space used and its

capacity.

- Students will go to the restroom one at a time, and follow social distancing when transitioning to the restroom. Hand sanitizer will be located in hallways, bathrooms, and each classroom.
- Classes will move in the hallway limiting to 6 students at one time maintaining a distance of 6 feet apart.
- Group gatherings will be limited to 25 people and take place virtually when feasible.
- When in the auditorium or outside recess area, students will maintain 6 feet between other students, and materials will not be shared. No more than 12 students will be in the auditorium at a time.
- Gym and recess equipment will be sanitized between classes.
- All special classes, including physical education, music, art, and robotics will take place with the appropriate teacher, contain no more than 10 students, and will maintain the same distancing protocols as regular classes.
- All lunches will be brought by students. No sharing will take place.
- When in the hallways, students will be limited to 6, maintaining a distance of at least 6 feet apart.
- PNCS will limit the number of people in classrooms to 13, including teachers.
- School open houses and teacher meetings will take place on site during the green phase following CDC guidelines. These events will be held virtually during yellow or red phases.
- PNCS field trips will be limited to those where appropriate social distancing protocols can be maintained. The frequency of trips will be reduced and limited to 6 students per every 1 adult/teacher as appropriate and allowed by local health officials.

HAND HYGIENE & FACE COVERINGS

PNCS Health and Safety Plan

- Hand sanitizer stations will be situated throughout the building.
- Education will be provided to staff and students about the importance of hand washing and covering coughs/sneezes.
- Education will be provided to staff on the use of face coverings.
- Education will be provided to students on the use of face coverings as appropriate.
- Face coverings will be used by students and staff in alignment with current requirements.
- At the start of the 2020-2021 school year, all staff will attend a train-the-trainer information session that describes the protocol for handwashing, covering coughs/sneezes, and face coverings (<https://www.cdc.gov/handwashing/fact-sheets.html>). All professional development will follow the CDC guidelines (e.g., participants seated six feet apart).
- Signs will be posted on how to stop and reduce the spread of COVID-19 (properly washing hands, promoting everyday protective measures, and properly wearing a face covering).
- When educating families and staff, PNCS will include information from public health organizations like the CDC or DOH on hygiene and disinfection strategies for transmission prevention at home.
- PNCS will limit visitors into the building. Masks must be worn by visitors at all times. Anyone without a mask will be given one before they can enter any location.
- School tours will be held after school hours only. School will be disinfected after each tour.
- School administrative assistance will monitor inventory and report when supplies are running low.
- CDC Signs on how to reduce the spread of covid-19 are posted in highly visible locations.

PROTECTING AT-RISK GROUPS

PNCS Health and Safety Plan:

- Will monitor state guidance on transmission in our community.
- All families will have the option to enroll their student(s) in Remote Learning at any time for the protection of their vulnerable students or family members.
- Non-essential staff and staff who are in a CDC classified high risk category will have the option of working remotely.
- Student and staff nonessential movement within the building will be limited so as to limit possible transmission or exposure.

REMOTE LEARNING

- Remote Learning will be offered for the following conditions:
 1. Students or staff at increased risk, transportation issues, or family concerns
 2. Local, state, or federal mandate
 3. School closure due to Covid Exposure
- Remote school interactive sessions will take place Monday - Friday from at least 9:00am - 2:30pm.
- Classes will be offered via video conferencing led by classroom teachers (based on daily schedule)
- Students that choose not to or cannot attend in person classes will have the option to attend classes through video conferencing with their class and classroom teacher.
- In order to provide as stable a learning opportunity as possible, parents will be required to commit to maintaining their choice of remote or in class learning for specified periods of time, appropriate to the reason for the choice, rather than day to day decisions.

- In the event that a teacher is out sick, substitute staffing will not be employed. Because of the increased staffing requirements needed under these circumstances, staff may not be available to teach those classes, in which case, classes for those students will be canceled for up to two weeks.

MONITORING FOR EXPOSURE

PNCS Health and Safety Plan

- Students and staff will have temperature screened daily upon arrival. If temperature is above 100.4 F they will be placed in isolation, parent(s) will be called for students, and a guidance letter will be provided.
- Staff and visitors will complete a COVID-19 questionnaire form to screen for symptoms & exposure prior to entering the building (Google Form - COVID-19 Questionnaire).
- Office staff will maintain HIPAA privacy in the management of all health information.
- Staff will pre-screen at home (take temperature and complete COVID-19 questionnaire) and notify the Principal if symptoms are noted. If symptoms are present, they would not report to the building.
- Education will be provided to families and staff on when to stay home.
- PNCS faculty and staff who are deemed non-essential or whose health pose a greater risk of Covid-19 will be able to work from home.

ISOLATION PROTOCOL

PNCS Safety Plan:

- An isolation room has been identified and if a student/staff displays any COVID-19 related symptoms while at school, they will be immediately isolated, masked (if not already wearing a mask) and dismissal will be arranged immediately. Letters will be provided to staff and families that direct them to contact their healthcare provider and communicate with the school principal prior to returning to the building.
- The parent or guardian will be called to transport the sick student home. In the event of a parent or guardian not being able to transport the sick student home, the student will remain in isolation under the supervision of a school staff member. At no time will the student be left alone.
- We will follow CDC guidance when managing the dismissal and return of students/staff with COVID-19 related symptoms.
- The School principal will report any COVID-19 related exposures or confirmed cases to the DOH.
- In the event of a positive case of COVID-19, all those who were exposed as defined above would follow the CDC recommendations, including the 14 day quarantine recommendations. The school would close for 2-5 days for cleaning and to contact the DOH for further recommendations. After two days for teacher preparation, remote learning would be instituted for all students.
- If three or more unrelated confirmed positive tests are determined to have been in the building, PNCS will close the building and move to remote learning for a minimum of two weeks.
- The school principal will provide education to staff and families on self-reporting.
- In the event of exposure to someone who tests positive for COVID-19, we will follow the CDC guidelines as outlined in Public Health Guidance for Community-Related Exposure. This guideline states that exposure is defined as an, “Individual who has had close contact (< 6 feet) for ≥ 15 minutes”. This exposure includes the two days prior to symptom onset and/or two days prior to the specimen collection in persons without symptoms, until they meet criteria for discontinuing home isolation. If exposed to someone who has tested positive for COVID-19, the recommendations are:
 - Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
 - Self-monitor for symptoms
 - Check temperature twice a day

- Watch for fever*, cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

CLEANING, DISINFECTION, & VENTILATION

PNCS Health and Safety Plan

- Facilities Cleaning Schedule:
 - Common area touch points - 1x per day
 - Restrooms - 1x per day
 - Classrooms and offices - 1x per day
- All of the PNCS classrooms have the proper ventilation including windows. In addition, rooms have fans to circulate the air.
- Students will bring water bottles from home. PNCS will provide one time use bottles of drinking water to students if a student has forgotten water from home. The communal drinking fountains will be turned off.

PHYSICAL MATERIALS & RESOURCES

PNCS Health and Safety Plan

- Students will bring a packed lunch each day. (Disposable lunch sacks and ziplock bags are encouraged.) Students will not trade or share lunches.
- Supplies will be cleaned before using them with another student.
- Each student at PNCS will have an iPad to use at school and at home for remote learning when applicable.

NON-ESSENTIAL VISITORS

PNCS Health and Safety Plan

- Only essential visitors will be allowed to enter the school.
- School tours will only take place after school hours and the school will be cleaned and disinfected after the tour.
- Meetings and open houses will be held virtually when possible.

TRANSPORTATION

PNCS Health and Safety Plan

- Transportation of students is categorized as parent drop off, bus drop off, parent pick up, and bus pick up. During parent drop off, cars will pull up to the front of the building and drop off one student at a time. The next student will wait in their car until the student before them enters the building. As soon as the student enters the building the student will be scanned for temperature and then permitted to proceed to their classroom.
- Bus students will enter into the front of the building, one at a time following the same procedures for parent drop-offs.
- At the conclusion of the school day, parents will pick up students at the side entrance to the building. Parents are to remain in their cars and teachers will dismiss the students one at a time to their respective parents or busses.
- Students with transportation issues have the option to attend remote learning for the day.

MEALS

PNCS Health and Safety Plan

- All meals and snacks will be eaten in the classrooms or auditorium incorporating social distancing according to CDC guidelines.
- Students will bring lunches; PNCS asks that lunch bags fit into backpacks along with other belongings.

PHYSICAL EDUCATION

PNCS Health and Safety Plan

- All of our Physical Education will have no more than 12 students participating. Students will participate in the activities while maintaining social distancing according to the CDC guidelines.
- Recess will be held in classrooms, auditorium or outside with each class getting a scheduled gym time throughout the week. All activities will be no contact and limit equipment sharing.
- PNCS will limit the sharing of equipment. PNCS will clean and disinfect the equipment between uses.
- Individuals that are higher risk have the opportunity to engage in remote learning.