

Bethlehem Catholic High School

Holly DeNofa

Plan Submitted By

Holly DeNofa

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

Bethlehem Catholic High School

What is your scheduled first day of school for the 2020-2021 school year?

Aug 31, 2020

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

- Class sizes will be assessed to determine the need for additional sections of particular courses to reduce class sizes
- Students will have the opportunity to choose between in-person instruction or online learning
- Student will be distanced a minimum of six feet apart
- Outdoor learning spaces will be utilized when possible
- Hallways will be labeled with directional markings to divert traffic in one direction only
- Students and employees will wear face coverings at all times except when eating or drinking or during scheduled breaks from face coverings when social distance of six feet can be achieved.
- Students entering the building prior to 7:45 will report to the gym to socially distance on the bleachers
- All employees will follow the Diocesan COVID-19 Preparedness Plan
- Signage will be placed in common areas to achieve proper social distancing
- Hand sanitizer and cleaning supplies will be readily available to students and employees

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

- Committee formed consisting of teachers, administration, parents, student, facilities and parent-physician
- Multiple surveys were sent to families
- Email and phone call recommendations and concerns were addressed

How will you communicate your plan to your community?

- Email blast to employees/families
- Website
- Social media
- Letter

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

- The following agencies may force school closure without consultation with school: Diocese of Allentown Office of Education, PA Department of Health, Bethlehem Health Bureau, Northampton County Emergency Management

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Holly DeNofa, Barry Schultz, Joe Henrich,	Administrator	Health and Safety Plan Development
2	Kevin Culligan	Administrator/Support Staff	Both
3	Administrative Assistants	Support Staff	Pandemic Crisis Response Team
4	Chris Domyan	Athletics	Both
5	Luke Wilde, Jeff Searfass, Sarah Kaczor, Heather Maiour	Teachers	Health and Safety Plan Development

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
6	Julian Martucci	Student	Health and Safety Plan Development
7	Dr. Chris Martucci (consult)	Community Health Official	Health and Safety Plan Development
8	Chris Calantoni, Lori Koch, Liz Ilardi, Steve Tomaszewski	Teachers	Health and Safety Plan Development
9	Melissa Magliochetti, Sue Lackman, Shawn Blasco	Teachers	Health and Safety Plan Development
10	School Nurse	Support Support/Health Official	Pandemic Crisis Response Team
11	Dr. Sean Hefflefinger	Community Health Official	Health and Safety Plan Development
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How will you ensure the building is cleaned and ready to safely welcome staff and students?

- Thorough daily cleaning
- Disinfectant Wipes in every classroom and at every workstation
- Hand sanitizer in every classroom and at every workstation and in common areas/hallways
- Open windows for ventilation wherever possible
- Use of fogger in common areas

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

- Supplies and PPE will be purchased using funds from the School Health and Safety Grant
- PPE and cleaning supplies were purchased through Office Basics

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

- In classrooms, minimally at the change of each class
- In common areas, multiple times each day

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

- Teachers will wipe down desks and utilized supplies and equipment at the change of each class period
- Hand sanitizer will be available in classrooms and common areas
- Students will utilize one door to enter the classroom and another door to exit in most classrooms

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

All employees will be trained via an online training course prior to the start of the school year

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

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	Kevin Culligan, Facilities Director	Recommended disinfectant wipes and cleansers, hand sanitizer,	Yes

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any

other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Kevin Culligan, Facilities Director	Recommended disinfectant wipes and cleansers, hand sanitizer,	Yes

Other cleaning, sanitizing, disinfecting, and ventilation practices

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Frequent handwashing, open windows	Same as Yellow Phase	All employees	Disinfectant wipes, gloves	Yes

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

- Desks will be spaced 6 feet apart
- Extra furniture will be removed
- Students will face in the same direction, when seated
- One door will be utilized for classroom entrance and another door will be used for exit

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

- A portion of the student population will attend school fully online
- All other students will attend school in-person daily and on a rotating basis with some face-to-face instructional days and some remote learning days
- Visits to the office, Student Affairs, other classrooms, etc. will be limited to decrease hallway traffic
- Bathroom procedures will be followed to permit only two students in restrooms at a time
- Hallway traffic will travel in only one direction
- A locker visitation schedule will be followed by students

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

- Social distancing recommendations will be followed
- Face coverings (masks or face shields) will be worn
- Large groups will be disallowed
- Signage will be visible

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

- Outdoor areas can be utilized for class periods
- PE classes will be conducted outside whenever possible
- Students will be permitted to utilize the courtyard as a pass through during the school day

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

- Coordination with local school districts regarding busing
- Coordination with contracted busing companies

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

- Visitor hours will be by appointment only and all will be triaged in Main Office upon arrival
- Face coverings (masks or face shields) must be worn
- Visitors will be buzzed in, sign in at the reception area and report directly the Main Office
- Hand sanitizer will be available for use in the reception area
- Shared supplies will be disinfected after use

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

- Children visitors under the age of two will not be expected to wear a face covering

- Should a student have a medical condition prohibiting the use of a face covering, a doctor's note will be required

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?

- All employees will be trained via an online training course
- Students will be trained on the first day of school
- Teachers and cafeteria monitors will promote good hygiene and give reminders to students

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Student desks will be spaced 6 feet apart; Extra furniture will be removed from the classroom; students will face in the same direction when seated; One door will be utilized for classroom entrance and another door will be used for exit	Same as Yellow Phase	Teachers		
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Tables will be replaced in the cafeteria with student desks; Auditorium can be utilized for additional seating	Same as Yellow Phase	Director of Facilities	Additional table/chairs	
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	Hand sanitizer utilized before the start and at the end of each class and lunches	Same as Yellow Phase	Teachers	Hand sanitizer	
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Signs posted in common areas and on floors	Same as Yellow Phase	Director of Facilities		
Identifying and restricting non-essential visitors and volunteers.	Visitors will be by appointment only and will be triaged upon arrival.	Same as Yellow Phase	Administration		
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	Return to Sports procedures will be followed	Same as Yellow Phase	Athletic Director		
Limiting the sharing of materials among students	Teachers only will utilize white board, projector, etc.; shared materials will be sanitized between uses; Bring-your-own-device plan is being explored	Same as Yellow Phase	Teachers		
Staggering the use of communal spaces and hallways	Hallway traffic will travel in one direction only	Same as Yellow Phase	Director of Facilities		

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students .	Coordination with local school district transportation departments; staggered dismissal times	Same as Yellow Phase	Administration		
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Students have the option to choose sully online learning; the remainder of the students will be divided, allowing only 1/2 of the remaining student population to be in-person together; Large group activities will not take place	Same as Yellow Phase	Administration		
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A	N/A	N/A	N/A	No
Other social distancing and safety practices	An effort will be made to lessen class size; Visits to the office, Student Affairs, other classrooms, etc. will be strongly discouraged; bathroom procedures will be followed to permit only two students in restrooms at a time; Hallway traffic will travel in only one direction	Same as Yellow Phase	Administration		

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

- Staff and students will self monitor each day and report on a Microsoft form prior to arriving at school
- The forms will be monitored daily by the Dean of Students
- Any illness during the school day will be reported to the school nurse and administration

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)?

- Symptom screening should be monitored or conducted by all parents/guardians at home each morning before the school day begins

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?

- An isolation room will be set up in the nurse's suite
- Ill students/staff will be isolated there until they can be sent home
- Self-quarantining may be necessary after that point, the Return to School Requirements Chart will be followed.

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

- Administration and the school nurse will be responsible for making decisions regarding quarantine or isolation requirements

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?

- A student or staff member confirmed to have COVID-19 may return to school after
 - at least 10 days have passed since symptoms first appeared – AND -
 - at least 72 hours have passed since the last fever without use of fever-reducing medication – AND -
 - symptoms have improved
- Staff who are unable or uncomfortable to return after a COVID-19 diagnosis will be addressed as necessary

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

- If all above criteria are met, families will work together with administration, guidance and the school nurse to transition students back to school
- Students unable or uncomfortable to return may choose to receive online instruction

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?

- With guidance from the PA Department of Health and direction from the Diocesan Office of Education, we will follow a plan for notifying the appropriate employees/families of potential exposure
- Notification may be done via Website, email blast, Parent Alert phone call/text

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?

- Employees will be trained prior to the start of the school year
- Information for parents and students regarding monitoring will be emailed
- Students will be trained at the start of the school year

Monitoring Student and Staff Health

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	Students and staff will self-report on a Form prior to the start of each school day	Same as Yellow Phase	Students, Parents, Staff	COVID-19 questionnaire, thermometer, training	Yes
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Ill persons will be isolated in an examination room in the nurse's suite; ill persons will be sent home as soon as possible	Same as Yellow Phase	Administration, School Nurse	Quarantine room, thermometer, PPE	Yes
Returning isolated or quarantined staff, students, or visitors to school	Students or staff may return to school as specified on the Return to School Requirements Chart and with the collaboration of the school nurse and administration	Same as Yellow Phase	Administration, School nurse	Return to School Requirements Chart	Yes
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Email blast, Parent Alert phone call/text, website	Same as Yellow Phase	Administration		No

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Other monitoring and screening practices	Coordination with the Diocese of Allentown and the Dept. of Health	Same as Yellow	Administration		No

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

- Following current guidelines, face coverings will be required for all faculty, staff, and students unless eating or drinking or during a scheduled face covering break when six feet of distance can be achieved.
- Students with medical concerns that would prohibit wearing a face covering must provide a doctor's note
- Staff must wear face coverings, except when eating/drinking or during a scheduled face covering break when six feet of distance can be achieved.

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

- Students who are at higher risk for illness can be seated near a window in the classroom and may leave class early to avoid more crowded hallway spaces
- Students can select remote learning as well
- Staff may choose to wear additional PPE

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

- We have recruited many of our newly-retired teachers to be substitutes for the upcoming school year

How will the School 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?

- Our instructional and non-instructional staff gained valuable knowledge, insight and experience in closing the 2019-2020 school year under quarantine
- As the new Director of Counseling Services, Mr. Henrich will work closely with IU 20 and the guidance staff to provide both quality learning opportunities and social/emotional support to students
- Students will be monitored for academic and social/emotional well-being

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	Students who are at higher risk for illness can be seated near a window in the classroom may leave class early to avoid more crowded hallway spaces. Additionally, students can select remote learning as well. Staff may choose to wear additional PPE.	Same as in Yellow Phase	Nurse/Administration	Available PPE	Yes
Use of face coverings (masks or face shields) by all staff	All staff must wear face coverings, except when eating or drinking or during a scheduled face covering break when six feet of distance can be achieved. .	Same as in Yellow Phase	Administration	Additional masks	Yes
Use of face coverings (masks or face shields) by older students (as appropriate)	All students must wear face coverings, except when eating or drinking or during a scheduled face covering break when six feet of distance can be achieved. .	Same as Yellow	Administration/Teachers/Staff	Additional masks	Yes

Action Plan in Yellow Phase		Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	As recommended, students with health conditions prohibiting the use of a mask, will be allowed to forego mask wearing but will be required to provide a doctor note.	Same as Yellow	Nurse/Administration/Teachers/Staff		Yes
Strategic deployment of staff	Students will be monitored for academic and social/emotional well-being.	Same as Yellow Phase	Guidance /Administration/IU 20	IU 20 support; Catholic Charities	No

Professional Development Topic

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Cleaning, Disinfecting, Sanitizing, Ventilation; hand washing/hygiene	Employees	Nurse/Administration	Virtual	Written text, Video	Prior to the start of school	August 31, 2020
2	Cleaning, Disinfecting, Sanitizing, Ventilation; Hand washing/hygiene	Students	Nurse/Administration	In-person/Virtual	Written text, Video, In-person instruction	1st week of school	1st week of school
3	Recognizing symptoms of Covid-19	Employees/Students	Nurse/Administration	In-Person/Virtual	Written text, In-person instruction	1st week of school	TBD by the course of the virus
4	Diocesan Procedures	Employees	Administration	In-person/Virtual	Written text, In-person instruction	Prior to the start of school	August 31, 2020
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Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Delivery of academic programs	Teachers/Staff/Parents/Students/Public	Administration	Email blast, social media, website, letter	on or before August 1, 2020	August 30, 2020
2	Arrival/Dismissal plan	Teachers/Staff/Parents/Students	Administration/District transportation	Email blast, website, letter	on or before August 1, 2020	August 30, 2020
3	Athletic plan	Parents/Students/Coaches	Athletic Department/Administration	Email blast, website	mid-June	ongoing

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
4	Cleaning/Disinfection/Sanitization/Ventilation	Teachers/Staff/Parents/Students	Facilities Department/Administration	Email blast, website, letter	on or before August 1, 2020	August 30, 2020
5	Health/Safety	Teachers/Staff/Parents/Students	Nurse/Administration	Email blast, website, letter	on or before August 1, 2020	August 30, 2020
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Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures

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

The building will be cleaned and ready to safely welcome staff and students through thorough daily cleaning, disinfectant wipes in every classroom and at every workstation, hand sanitizer in every classroom and at every workstation and in common areas/hallways; windows will be opened for ventilation wherever possible; Supplies and PPE will be purchased using funds from the School Health and Safety Grant; Classrooms will be cleaned minimally between every class, and common areas will be cleaned multiple times during the day; Teachers will wipe down desks and utilized supplies and equipment at the change of each class period; hand sanitizer will be available in classrooms and common areas; students will utilize one door to enter the classroom and another door to exit in most classrooms

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

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

Student desks will be spaced 6 feet apart; Extra furniture will be removed from the classroom; students will face in the same direction when seated; One door will be utilized for classroom entrance and another door will be used for exit

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

Cafeteria tables will be replaced with individual student desks; Auditorium can be utilized for additional seating

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

Social distancing recommendations will be followed - Masks will be worn - Large groups will be disallowed - Signage will be visible

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

Signs will be posted in common areas and on floors

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

The Return to Sports plan is posted on our website

Limiting the sharing of materials among students

In an attempt to limit the sharing of materials, a Bring-your-own-device plan is being explored; any shared materials will be sanitized after each use; Teachers only will utilize white board, projector, etc.; shared materials will be sanitized between uses

Staggering the use of communal spaces and hallways

Hallway traffic will travel in one direction only

Adjusting transportation schedules and practices to create social distance between students

Coordination with local school district transportation departments; staggered dismissal times

students

Strategies, Policies & Procedures

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

Group activities will not take place; Large classrooms may be able to be split to additional classes

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

N/A

Other social distancing and safety practices

An effort will be made to lessen class size; Visits to the office, Student Affairs, other classrooms, etc. will be strongly discouraged; bathroom procedures will be followed to permit only two students in restrooms at a time; Hallway traffic will travel in only one direction

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

Staff and students will self monitor each day and report on a Microsoft form prior to arriving at school; the forms will be monitored daily by the Dean of Students

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

An isolation room will be set up in the nurse's suite

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

In order to return to school, The ill student/employee must be fever/symptom free for 72 hours before returning to school. In order for an individual to return to school and any activities, a medical note will be required

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

With guidance from the PA Department of Health and direction from the Diocesan Office of Education, we will follow a plan for notifying the appropriate employees/families of potential exposure will be followed; Notification may be done via Website, Social media, email blast, Parent Alert phone call/text.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

Students may utilize preferential seating; students and staff may take advantage of additional PPE.

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

Following current guidelines, face coverings will be required for all faculty, staff, and students unless eating or drinking or when able to achieve six feet of social distance. Students with medical concerns that would prohibit wearing a face covering must wear a doctor note. Staff must wear face coverings, except when alone at his/her workstation, when eating/drinking, or when able to achieve six feet of social distance.

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

Following current guidelines, face coverings will be required for all faculty, staff, and students unless eating or drinking or when able to achieve six feet of social distance. Students with medical concerns that would prohibit wearing a face covering must wear a doctor note. Staff must wear face coverings, except when alone at his/her workstation, when eating/drinking, or when able to achieve six feet of social distance.

Strategies, Policies & Procedures

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

Students who are at higher risk for illness can be seated near a window in the classroom may leave class early to avoid more crowded hallway spaces. Additionally, students can select remote learning as well. Staff may choose to wear additional PPE.

Strategic deployment of staff

Students will be monitored for academic and social/emotional well-being.

School

Bethlehem Catholic High School

Date

Aug 20, 2020

Plan Approved By

Philip J. Fromuth, Ph.D.

Signature

Philip J. Fromuth

Date

8/20/20