**Bright Spot Preschool & Kindergarten**

**Phased School Reopening**

**Health and Safety Plan**

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.

Table of Contents

[Health and Safety Plan 3](#_Toc42174215)

[Type of Reopening 4](#_Toc42174216)

[Pandemic Coordinator/Team 5](#_Toc42174217)

[Key Strategies, Policies, and Procedures 6](#_Toc42174218)

[Cleaning, Sanitizing, Disinfecting and Ventilation 7](#_Toc42174219)

[Social Distancing and Other Safety Protocols 8](#_Toc42174220)

[Monitoring Student and Staff Health 12](#_Toc42174221)

[Other Considerations for Students and Staff 13](#_Toc42174222)

[Health and Safety Plan Professional Development 15](#_Toc42174223)

[Health and Safety Plan Communications 16](#_Toc42174224)

[Health and Safety Plan Summary 17](#_Toc42174225)

[Facilities Cleaning, Sanitizing, Disinfecting and Ventilation 17](#_Toc42174226)

[Social Distancing and Other Safety Protocols 17](#_Toc42174227)

[Monitoring Student and Staff Health 18](#_Toc42174228)

[Other Considerations for Students and Staff 19](#_Toc42174229)

[Health and Safety Plan Governing Body Affirmation Statement 20](#_Toc42174230)

*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

**The Montgomery County Department of Health has direct oversight of Bright Spot COVID-19 related situations.** [**The Montgomery County Guidance for Reopening for Pre-K to 12 Schools**](https://www.montcopa.org/DocumentCenter/View/28390/Montco-School-Guidance-Final) **has been incorporated into this plan.**

# Health and Safety Plan: Bright Spot Preschool & Kindergarten

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](https://www.governor.pa.gov/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): (September 8, 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) |
| Tanya Bentman | Director & Teacher | Plan Development and Response Team |
| Jeff Davidson | Board Secretary | Plan Development and Response Team |
| Barbara Hennessey | Teacher | Plan Development and Response Team |
| Stacey Pierce | Teacher | Plan Development and Response Team |
| Chris Palmer | Board Member & Former Director | Plan Development and Response Team |
| Marie Genuario | Board Member | Plan Development and Response Team |
| Kristin Grohe | Teacher Assistant | Plan Development and Response Team |
| Marla Kline | Teacher Assistant | Plan Development and Response Team |

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

* **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
* **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
* **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
* **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
* **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

### Cleaning, Sanitizing, Disinfecting, and Ventilation

#### Key Questions

* How will you ensure the building is cleaned and ready to safely welcome staff and students?
* How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)?
* 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:**

**The five classrooms will be cleaned and disinfected during the summer. The classrooms will be disinfected the week prior to students and teachers arriving. Disinfecting supplies will be purchased and will meet health agency requirements. The high touch areas/classroom objects/supplies will be cleaned and disinfected multiple times a day. For example, the tables will be cleaned when students transition from one table to another. The trash will be emptied once a day. Before the staff leaves for the day, high touch areas and other visible areas will be cleaned and disinfected. When applicable windows will be opened to provide extra ventilation. All school employees will be trained in-person on cleaning and ventilation procedures before school begins. The school director will check classrooms prior to leaving for the day to make sure they are cleaned and ready for the next school day.**

| 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) |
| --- | --- | --- | --- | --- | --- |
| \* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, stairways, and instructional spaces.  High touch areas in the classrooms will be cleaned and disinfected multiple times a day.  Rooms will be cleaned and disinfected at the end of the day  The staff will clean the restroom high touch areas multiple times a day.  Stair railings will be cleaned and disinfected multiple times a day.  Doorknobs will be cleaned and disinfected multiple times a day.  The water fountain in the building is not used by the students.  Detail inspection of all areas in the school prior to opening of school by the Director. | Clean and disinfect all furniture, all high touch areas and surfaces, restrooms, stairways, and instructional spaces.  High touch areas in the classrooms will be cleaned and disinfected multiple times a day.  Rooms will be cleaned and disinfected at the end of the day  The staff will clean the restroom high touch areas multiple times a day.  Stair railings will be cleaned and disinfected multiple times a day.  Doorknobs will be cleaned and disinfected multiple times a day.  The water fountain in the building is not used by the students.  Detail inspection of all areas in the school prior to opening of school by the Director. | Director  Teachers | Approved Cleaning supplies  Paper towels | Y |
| Other cleaning, sanitizing, disinfecting, and ventilation practices | Emergency Plan  Staff member or student identified as symptomatic or positive COVID-19, begin tracing the areas of the school and level of staff/student exposure and begin the next steps for cleaning and disinfecting areas of the school. We will Immediately close off all area(s) used by the sick person before cleaning and disinfecting begins.  This process may require school closure for a period of 2-5 days. Decision to close will be made in conjunction with recommendations from the Montgomery County Health Department and consideration of CDC guidelines.  Increase fresh air /ventilation run time into buildings to ensure purge  Inspection of all areas prior to reopening of school by Director | Emergency Plan  Staff member or student identified as symptomatic or positive COVID-19, begin tracing the areas of the school and level of staff/student exposure and begin the next steps for cleaning and disinfecting areas of the school. We will Immediately close off all area(s) used by the sick person before cleaning and disinfecting begins.  This process may require school closure for a period of 2-5 days. Decision to close will be made in conjunction with recommendations from the Montgomery County Health Department and consideration of CDC guidelines.  Increase fresh air /ventilation run time into buildings to ensure purge  Inspection of all areas prior to reopening of school by Director | Director | Approved Cleaning supplies  Paper towels | Y |

### 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:**

**The plan is to distance students to the maximum extent feasible. All children and adults can be safely distanced in each classroom to meet the given recommendations. Each child will have their own space at a table and or on the floor. The grouping of students will follow social distancing protocols, so children are separated. There is a very large multipurpose room and playground that can be used. Only one class will use these areas at a time. Visitors and volunteers will not be permitted to enter the school building at any time. Our social distancing procedures will be consistent on a daily basis. All school personnel will be trained before school begins. The director and teachers will make observations during the first week of school to assess if changes need to be made. All students and staff members will wear masks or shields. Staff meetings will be held on August 31, 2020, September 8, after the first day of school, and on Friday, September 11 after the first week.**

| Requirements | Action Steps  under Yellow Phase | Action Steps  under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | | PD Required (Y/N) |
| --- | --- | --- | --- | --- | --- | --- |
| \* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible | The five classrooms will be outfitted with 6 or 8 foot tables. In all five classrooms students will be seated two to a table. The pre-school classroom will allow for 6 feet of separation among students facing forward using an 8 foot table. The pre-k and kindergarten classroom tables will be 6 feet in length. Students will be seated at the ends of the table facing inward and separated by 6 feet. An unexpected event may require modification to this limitation.  During small group instruction, each teacher will be standing creating appropriate distance between them and the students  Substitute teachers will be provided face coverings upon checking in for the day. | The five classrooms will be outfitted with 6 or 8 foot tables. In all five classrooms students will be seated two to a table. The pre-school classroom will allow for 6 feet of separation among students facing forward using an 8 foot table. The pre-k and kindergarten classroom tables will be 6 feet in length. Students will be seated at the ends of the table facing inward and separated by 6 feet. An unexpected event may require modification to this limitation.  During small group instruction, each teacher will be standing creating appropriate distance between them and the students  Substitute teachers will be provided face covering upon checking in for the day. | Director  Teachers | Painter/Floor Tape to designate safe distancing for seating and standing | | Y |
| \* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | Moyer Hall will be used during the day. This room is very large. Only one classroom will use this setting at a time. While in Moyer Hall, students and teacher(s) will have 6 feet or more of separation. | Moyer Hall will be used during the day. This room very large. Only one classroom will use this setting. While in Moyer Hall, students and teacher(s) will have 6 feet or more of separation. | Director  Teachers | Painter/Floor Tape to designate safe distancing for seating and standing | | Y |
| \* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | Handwashing routines:   * upon arrival in the morning * prior to/after snacks, lunch, recesses * before playing with toys   Students and Staff will wear masks/face shields when in the school building.  Students will provide their own water bottles. | Handwashing routines:   * upon arrival in the morning * prior to/after snacks, lunch, recesses * before playing with toys   Students and Staff will wear masks/face shields when in the school building.  Students will provide their own water bottles. | Director  Teachers | Soap  Water  Paper Towels  Face shields and Masks | | Y |
| \* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs | Signs will be posted on all exterior doors requiring individuals to wear a mask or facial covering.  Posters will be posted throughout school to promote healthy practices | Signs will be posted on all exterior doors requiring individuals to wear a mask or facial covering.  Posters will be posted throughout school to promote healthy practices | Director  Teachers | Sign for exterior door  7 posters for the bathrooms and classrooms | | Y |
| \* Identifying and restricting non-essential visitors and volunteers | Employees and personnel will need to be labeled “essential” in order to enter the school  Visitors will not be permitted to enter the school building.  Volunteers will not be utilized. | Employees and personnel will need to be labeled “essential” in order to enter the school  Visitors will not be permitted to enter the school building.  Volunteers will not be utilized. | Director  Teachers | Door bell system and buzzer | | Y |
| \* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports | Not Applicable | Not Applicable | Not Applicable | Not Applicable | Not Applicable | |
| Limiting the sharing of materials among students | There will be no communal or shared school supplies. including special areas materials.  Exception to the above: paint brushes and classroom toys will be shared. Before the next student uses these items, they will be cleaned. | There will be no communal or shared school supplies including special areas materials.  Exception to the above: paint brushes and classroom toys will be shared. Before the next student uses these items, they will be cleaned. | Director  Teacher | Approved Cleaning supplies | | Y |
| Staggering the use of communal spaces and hallways | Since the building only has five classrooms communal space is not affected. With the exception of Moyer Hall and the Playground. Both areas will only be used by one classroom at a time. | Since the building only has five classrooms communal space is not affected. With the exception of Moyer Hall and the Playground. Both areas will only be used by one classroom at a time. | Director  Teachers | Schedule | | Y |
| Adjusting transportation schedules and practices to create social distance between students | Drop off times will be staggered   * Pre-K and Kindergarten will begin at 8:45 a.m. * Pre-School will begin at 9:00 a.m.   Pick up times will be staggered.   * Pre-K and Kindergarten will begin at 1:00 p.m. * Pre-School will begin at 1:10 p.m. | Drop off times will be staggered   * Pre-K and Kindergarten will begin at 8:45 a.m. * Pre-School will begin at 9:00 a.m.   Pick up times will be staggered.   * Pre-K and Kindergarten will begin at 1:00 p.m. * Pre-School will begin at 1:10 p.m. | Director  Teachers | Cones | | Y |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | No large group assemblies will occur  Students from one room will not visit another room. | No large group assemblies will occur  Students from one room will not visit another room. | Director  Teachers | Schedule | | Y |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | Not Applicable | Not Applicable | Not Applicable | Not Applicable | | Not Applicable |
| Other social distancing and safety practices | The teachers will continue to assess procedures and practices to make the necessary adjustments. | The teachers will continue to assess procedures and practices to make the necessary adjustments. | Teachers | Not Applicable | | Y |

### Monitoring Student and Staff Health

#### Key Questions

* How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
* Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
* What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
* Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
* What conditions will a staff or student 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?
* How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
* When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
* Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

**The plan outlines how Bright Spot will manage the health of students and staff. The Director will be responsible to go through the monitoring protocol and will make the decisions regarding quarantine isolation for students and staff. There will be a separate room used for staff members or students who are exhibiting signs of illness. Since the school does not have a nurse, staff members and students that exhibit signs or symptoms of COVID-19 will be sent home and asked to seek medical attention from a physician. The school and parent will communicate with each other if their child tests positive, becomes ill, or has been exposed to an individual confirmed positive for COVID-19. Staff members and students are required to be fever free and off of fever reducing medications for the previous 72 hours. At least 10 days should have passed since symptoms first appeared in order to return. Staff members who are unable or uncomfortable to return, will need to stay home until they are ready. If a staff member or student is confirmed positive with COVID-19, parents will be notified via email. Names will not be provided and all information will remain confidential. Any changes to the Health and Safety Plan will be emailed out to the parents. The most updated version of the plan will be posted on the Bright Spot Website. Training dates are stated within the plan. The initial and subsequent professional development trainings will be in-person, unless Montgomery County is in Red Phase. The Director will continuously monitor the plan and its effectiveness. Two staff meetings are scheduled for the first week to discuss the implementation of the plan and to make needed changes.**

| Requirement | 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 | Monitor using the Pennsylvania [Department of Education (PDE) Recommendations in Determining Instructional Models](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/Pages/DeterminingInstructionalModels.aspx) for COVID-19 trends to determine safest instructional model.  All students and staff will have their temperature taken with an infrared no touch thermometer upon arrival.  The Director will ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?  As needed, we will monitor students and staff that appear to become ill in a specific unused room located on the main level.  Advise staff and parents of daily self-monitoring of students prior to coming to school.  Teachers will stay home if they are sick and encourage parents to keep sick children home.  Kindergarten attendance will be monitored with flexibility.  Closely monitor daily absence rates of students and staff. | Monitor using the Pennsylvania [Department of Education (PDE) Recommendations in Determining Instructional Models](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/Pages/DeterminingInstructionalModels.aspx) for COVID-19 trends to determine safest instructional model.  All students and staff will have their temperature taken with an infrared no touch thermometer upon arrival.  The Director will ask COVID19 screening questions: History of exposure to suspected or confirmed COVID19? Temperature greater than 100.4? Cough, shortness of breath, sore throat, stomachache, headache, rash, loss of appetite, smell and/or taste?  As needed, we will monitor students and staff that appear to become ill in a specific unused room located on the main level.  Advise staff and parents of daily self-monitoring of students prior to coming to school.  Teachers will stay home if they are sick and encourage parents to keep sick children home.  Kindergarten attendance will be monitored with flexibility.  Closely monitor daily absence rates of students and staff. | Directors  Teachers  Parents | Infrared no touch thermometers.  Face shields  Masks | Y |
| \* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | They will be isolated and monitored in a designated room on the main level. Staff will be sent home and students will be picked up by their parent as soon as possible. Staff and parents will be strongly advised to seek medical attention. | They will be isolated and monitored in designated room on the main level. Staff will be sent home and students will be picked up by their parent as soon as possible. Staff and parents will be strongly advised to seek medical attention. | Director  Parents | Infrared no touch thermometers.  Face shields  Masks | Y |
| \* Returning isolated or quarantined staff, students, or visitors to school | Students will be allowed to return to school after they are cleared by their doctor with a medical note.  Students and staff are required to be fever free and off of fever reducing medications for the previous 72 hours. At least 10 days should have passed since symptoms first appeared in order to return.  Students/staff are required to have symptoms that are improving.  Provision of results of a negative COVID-19 test may be requested.  This document, [Montgomery County School Exclusion Document](https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002), will be used to determine exclusion from school due to COVID-19.  This document, [Staff Quarantine](https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf), will be used to determine staff exclusion from work. | Students will be allowed to return to school after they are cleared by their doctor with a medical note.  Students and staff are required to be fever free and off of fever reducing medications for the previous 72 hours. At least 10 days should have passed since symptoms first appeared in order to return.  Students/staff are required to have symptoms that are improving.  Provision of results of a negative COVID19 test may be requested.  This document, [Montgomery County School Exclusion Document](https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002), will be used to determine exclusion from school due to COVID-19.  This document, [Staff Quarantine](https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf), will be used to determine staff exclusion from work. | Director  Parents | Doctor’s Note | Y |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | The Director will communicate changes in health and safety protocol. | The Director will communicate changes in health and safety protocol. | Director | Emails to Parents | Y |
| Other monitoring and screening practices | For known or suspected COVID-19 cases, local health officials will be notified for further instruction.  Staff and families of exposure or confirmed case will be notified while maintaining confidentiality. | For known or suspected COVID-19 cases, local health officials will be notified for further instruction.  Staff and families of exposure or confirmed case will be notified while maintaining confidentiality. | Director  Teachers | Communication Tools | Y |

### Other Considerations for Students and Staff

#### Key Questions

* What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
* What special protocols will you implement to protect students and staff at higher risk for severe illness?
* How will you ensure enough substitute teachers are prepared in the event of staff illness?
* How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

**Summary of Responses to Key Questions:**

**All staff members and students will wear face coverings. Any staff member or student that are at high risk, will have an individual plan based on the person’s needs. Bright Spot currently has substitute teachers that might be able to provide coverage if there is a need. The Director will coordinate any support needed for students. There will also be an extra teacher on staff for any additional support needed for students and teachers.**

| Requirements | Action Steps  under Yellow Phase | Action Steps  under Green Phase | Lead Individual  and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
| --- | --- | --- | --- | --- | --- |
| \* Protecting students and staff at higher risk for severe illness | Any student or staff member showing signs or symptoms of COVID-19 will be sent home.  Encourage staff to stay home if they are sick and encourage parents to keep sick children home.  Students will be provided face covering breaks throughout the day. For example, when students are seated 6ft apart there may be opportunities to remove their face mask. | Any student or staff member showing signs or symptoms of COVID-19 will be sent home.  Encourage staff to stay home if they are sick and encourage parents to keep sick children home.  Students will be provided face covering breaks throughout the day. For example, when students are seated 6ft apart there may be opportunities to remove their face mask. | Director  Teachers  Parents | Infrared no touch thermometers.  Face shields and masks for staff | Y |
| \* Use of face coverings (masks or face shields) by all staff | A mask and/or face shield covering their mouth and nose must be worn in all public areas and in spaces with another person or people within 6 feet.  Masks will be provided for all staff and students if they forget to bring their own.  Face shields will be provided for any teachers upon asking for this accommodation.  A sign will be placed at the entrance of the school. No adult may enter a building without a mask. | A mask and/or face shield covering their mouth and nose must be worn in all public areas and in spaces with another person or people within 6 feet.  Masks will be provided for all staff and students if they forget to bring their own.  Face shields will be provided for any teachers upon asking for this accommodation.  A sign will be placed at the entrance of the school. No adult may enter a building without a mask. | Directors  Teachers | Masks and shields | Y |
| \* Use of face coverings (masks or face shields) by older students (as appropriate) | Students will wear face masks.  Except as provided in Section 3 of the [PA DOH Face Covering Order](https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf). | Students will wear face masks.  Except as provided in Section 3 of the [PA DOH Face Covering Order](https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf) | Director  Teachers | Masks and shields | Y |
| Unique safety protocols for students with complex needs or other vulnerable individuals | IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals. | IEPs or 504 Service Plans in collaboration with medical plans to provide health and safety provisions for students with complex needs/vulnerable individuals. | Director  Teachers | Educational and medical documents | Y |
| Strategic deployment of staff | Due to needed closures the Director will communicate with the staff and parents. | Due to a needed closure the Director will communicate with the staff and parents. | Director  Teachers | Communication Tools | Y |

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

* **Topic:** List the content on which the professional development will focus.
* **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
* **Lead Person and Position:** List the person or organization that will provide the professional learning.
* **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
* **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
* **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
* **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

| Topic | Audience | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed | Start Date | Completion Date |
| --- | --- | --- | --- | --- | --- | --- |
| Bright Spot Health and Safety Plan Professional Development for all Staff Members | All staff members | Tanya Bentman,  Director | In-person at the school if we are not in Red Phase | Plan | August 31, 2020 | August 31, 2020 |
| Back to School Parents Visits | Parents and students | Teachers | Each family will sign-up for a 15-minute time slot via sign-up genius. | Classrooms | September 1, 2020 | September 3, 2020 |
| Review Number 1 Bright Spot Health and Safety Plan Professional Development for all Staff Members | All staff members | Tanya Bentman,  Director | In-person at the school if we are not in Red Phase | Plan | September 8, 2020 | September 8, 2020 |
| Review Number 2 Bright Spot Health and Safety Plan Professional Development for all Staff Members | All staff members | Tanya Bentman,  Director | In-person at the school if we are not in Red Phase | Plan | September 11, 2020 | September 11, 20202 |

## 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 |
| --- | --- | --- | --- | --- | --- |
| Bright Spot Health and Safety Plan Share Out and Feedback | Teachers, Substitutes, Board Members | Tanya Bentman,  Director | Email | June 19, 2020 | June 23, 2020 |
| Bright Spot Health and Safety Plan Share Out and Feedback | Owners/Board Members | Tanya Bentman,  Director | Email | June 23, 2020 | June 29, 2020 |
| Bright Spot Health and Safety Plan Share Out and Feedback | Parents/Families | Tanya Bentman,  Director | Email | July 1,  2020 | July 5,  2020 |
| Bright Spot Health and Safety Plan Board Approval Submission | Director and Board Members | Tanya Bentman,  Director | Email | August 17,  2020 | August 17,  2020 |
| Bright Spot Health and Safety Plan Professional Development for all Staff Members | All Staff Members | Tanya Bentman,  Director | In-Person at school as long as we are not in Red Phase | August 31, 2020 | August 31, 2020 |

# Health and Safety Plan Summary: Bright Spot Preschool & Kindergarten

**Anticipated Launch Date: August 31, 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 |
| --- | --- |
| \* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | **The five classrooms will be cleaned and disinfected during the summer. The classrooms will be disinfected the week prior to students and teachers arriving. Disinfecting supplies will be purchased and will meet health agency requirements. The high touch areas/classroom objects/supplies will be cleaned and disinfected multiple times a day. For example, the tables will be cleaned when students transition from one table to another. The trash will be emptied once a day. Before the staff leaves for the day, high touch areas and other visible areas will be cleaned and disinfected. When applicable windows will be opened to provide extra ventilation. All school employees will be trained in-person on cleaning and ventilation procedures before school begins. The school director will check classrooms prior to leaving for the day to make sure they are cleaned and ready for the next school day.** |

## Social Distancing and Other Safety Protocols

| Requirement(s) | Strategies, Policies and Procedures |
| --- | --- |
| \* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible  \* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms  \* 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](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html) 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  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 | **The plan is to distance students to the maximum extent feasible. All children and adults can be safely distanced in each classroom to meet the given recommendations. Each child will have their own space at a table and or on the floor. The grouping of students will follow social distancing protocols, so children are separated. There is a very large multipurpose room and playground that can be used. Only one class will use these areas at a time. Visitors and volunteers will not be permitted to enter the school building at any time. Our social distancing procedures will be consistent on a daily basis. All school personnel will be trained before school begins. The director and teachers will make observations during the first week of school to assess if changes need to be made. All students and staff members will wear masks or shields and students will have the option. Staff meetings will be held on August 31, 2020, September 8, after the first day of school, and on Friday, September 11 after the first week.** |

## 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 | **The plan outlines how Bright Spot will manage the health of students and staff. The Director will be responsible to go through the monitoring protocol and will make the decisions regarding quarantine isolation for students and staff. There will be a separate room used for staff members or students who are exhibiting signs of illness. Since the school does not have a nurse, staff members and students that exhibit signs or symptoms of COVID-19 will be sent home and asked to seek medical attention from a physician. The school and parent will communicate with each other if their child tests positive, becomes ill, or has been exposed to an individual confirmed positive for COVID-19. Staff members and students are required to be fever free and off of fever reducing medications for the previous 72 hours. At least 10 days should have passed since symptoms first appeared in order to return. Staff members who are unable or uncomfortable to return, will need to stay home until they are ready. If a staff member or student is confirmed positive with COVID-19, parents will be notified via email. Names will not be provided, and all information will remain confidential. Any changes to the Health and Safety Plan will be emailed out to the parents. The most updated version of the plan will be posted on the Bright Spot Website. Training dates are stated within the plan. The initial and subsequent professional development trainings will be in-person, unless Montgomery County is in Red Phase. The Director will continuously monitor the plan and its effectiveness. Two staff meetings are scheduled for the first week to discuss the implementation of the plan and to make needed changes.** |

## 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 | **All students and staff members will wear face coverings. Any staff member or student that are at high risk, will have an individual plan based on the person’s needs. Bright Spot currently has substitute teachers that might be able to provide coverage if there is a need. The Director will coordinate any support needed for students. There will also be an extra teacher on staff for any additional support needed for students and teachers.** |

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Bright Spot Preschool & Kindergarten reviewed and approved the Phased School Reopening Health and Safety Plan on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By:

(*Signature\* of Board President*)

(*Print Name of Board President*)

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

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

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