



# The Geneva Preschool Phased School Reopening Health and Safety Plan

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The Geneva Preschool has prepared this reopening plan in accordance with guidelines issued by the Pennsylvania Department of Education (PDE) for all schools in the Commonwealth.

PDE guidance includes:

- 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.

The Geneva Preschool continues to monitor its Health and Safety Plan throughout the year and update as needed.

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

## **Health and Safety Plan: The Geneva Preschool**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?  
We will be utilizing signage/floor markings, promoting social distancing to the maximum extent possible, cleaning and sanitizing effectively, promoting hand washing and hand sanitizer use, changing snack time procedures, training staff and students, limiting parents/caregivers and volunteers in the building, limiting field trips to outdoor events where social distancing is feasible, changing party procedures, changing drop off/pick up procedures, and conducting temperature checks.
- How did you engage stakeholders in the type of re-opening your school entity selected?  
We invited Stakeholders to communicate their concerns, which were then addressed at a preschool board meeting.
- How will you communicate your plan to your local community?  
We will communicate via email, website, social media, etc.
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?  
We will utilize recommendations of the Local, State and Federal regulatory bodies.

**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 may 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: September 21, 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)
Kristen Kane	Administration – Director/Teacher	Both
Jayna Mood	Co-Teacher	Both
Deb Lichtenfels	Preschool Board	Pandemic Crisis Response Team
Sue McCann	Preschool Board	Pandemic Crisis Response Team
Joan Rush	Preschool Board	Pandemic Crisis Response Team
Carrie Curry	Parent Representative	Pandemic Crisis 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?](#)
- 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:** In both the green and yellow phases of reopening, all common touch points and high contact areas (bathroom fixtures, door handles, light switches, desk surface areas, cabinet knobs, etc.) are cleaned/disinfected before and after class. All manipulatives will be sanitized at the end of the day and before use by another student. All of our cleaning/disinfecting supplies are ordered online and meet CDC requirements. Students and staff will wash/sanitize their hands upon entering the building and throughout the day. Disinfectants, sanitizers and soap will be available to all students/staff and all learning spaces at all times. The staff will be trained on proper cleaning techniques.

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)	-High contact areas and common touch points (bathroom fixtures, door handles, light switches, desks, cabinet knobs, etc.) will be sanitized before and after each class -All items used by students will be disinfected at the end of the day and before use by another student -Disinfectant, sanitizers and soap will be available to all students/staff and all learning spaces at all times	-High contact areas and common touch points (bathroom fixtures, door handles, light switches, desks, cabinet knobs, etc.) will be sanitized before and after each class -All items used by students will be disinfected at the end of the day and before use by another student -Disinfectant, sanitizers and soap will be available to all students/staff and all learning spaces at all times	-Kristen Kane, Director -Teachers/ Staff	-Cleaning/ Disinfectant Supplies -PPE	N

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:** During both the green and yellow phase, teachers will design learning spaces for students that will be spaced 6 feet apart. Their work spaces will be clearly marked. There will be consistency between students and teachers during all phases. Desks/tables will be spaced in a manner that allows for one student at the opposite end of each 6' long table. The students and staff will have access to hand washing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instructions. Students and staff will receive training and reminders on hand-washing best practices, good hygiene, and social distancing. All students, staff, and caregivers will have access to hand sanitizer and hand washing when entering the building. In an effort to limit the sharing of materials among students, all students will utilize their own school supply bin with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared items, such as manipulatives, between uses. During group gatherings (circle time, center time, snack time, etc.) everyone will practice social distancing. Directional signage may assist in social distancing in communal spaces. Children will be accompanied by one caregiver at drop-off, and both must wear masks. Staff will perform a temperature check and verify self-screening. There will be separate entrances and exits to allow for one-way foot traffic. Pick up will be changed in an effort to avoid large congregations of people. Social distancing must be practiced during pick up. Visitors, volunteers, and presenters will be restricted. If any field trips are scheduled, it will be for outdoor events only with opportunities to social distance. All safety protocols will be consistent throughout all age ranges. There will be a staff training day that will explain all new procedures.



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	<ul style="list-style-type: none"> <li>-The 12 students will move between marked areas on the floor spaced 6 feet apart, and the ends of six 6' long tables</li> <li>-Students will have the same assigned individual areas each day</li> <li>-The pandemic coordinator and preschool board will release and add additional restrictions based on the situation</li> <li>-All students and staff will be required to wear face masks</li> <li>-Teachers will make a plan for remote instruction for students with underlying conditions</li> <li>-Students will provide their own snack and drink each day</li> </ul>	<ul style="list-style-type: none"> <li>-Space will be maximized to the maximum extent feasible</li> <li>-All students and staff will wear face masks</li> <li>-Teachers and staff will create learning spaces with respect to social distancing to the maximum extent possible</li> <li>-Students will provide their own snack and drink each day</li> </ul>	<ul style="list-style-type: none"> <li>-Kristen Kane, Director</li> <li>-Teachers/ Staff</li> </ul>	<ul style="list-style-type: none"> <li>-Markings on floor</li> <li>-six 6' long tables</li> </ul>	Y
<b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	<ul style="list-style-type: none"> <li>-Students will provide their own snack and drink each day</li> <li>-Students will eat snack at the opposite ends of six 6' long tables</li> <li>-Students will have the same assigned individual areas each day</li> <li>-No food will be shared</li> </ul>	<ul style="list-style-type: none"> <li>-Students will provide their own snack and drink each day</li> <li>-Students will eat snack at the opposite ends of six 6' long tables</li> <li>-Students will have the same assigned individual areas each day</li> <li>-No food will be shared</li> </ul>	<ul style="list-style-type: none"> <li>-Kristen Kane, Director</li> <li>-Teachers/ Staff</li> </ul>	<ul style="list-style-type: none"> <li>-Markings on floor</li> <li>-six 6' long tables</li> </ul>	N
<b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>-Teachers will utilize hand sanitizer "holsters" at their waists for ease of use</li> <li>-Encourage hand washing and the use of hand sanitizer multiple times a day</li> <li>-Student and staff training</li> <li>-All students, staff, and caregivers must use hand sanitizer when entering the building</li> </ul>	<ul style="list-style-type: none"> <li>-Teachers will utilize hand sanitizer "holsters" at their waists for ease of use</li> <li>-Encourage hand washing and the use of hand sanitizer multiple times a day</li> <li>-Student and staff training</li> <li>-All students, staff, and caregivers must use hand sanitizer when entering the building</li> </ul>	<ul style="list-style-type: none"> <li>-Kristen Kane, Director</li> <li>-Teachers/ Staff</li> </ul>	<ul style="list-style-type: none"> <li>-Hand sanitizer holsters</li> <li>-Hand sanitizer in learning spaces, exit points and entry points</li> <li>-Sinks, soap and water</li> </ul>	Y

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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	-Visible signage highlighting topics such as hand washing and social distancing -Markings on the floor to promote social distancing	-Visible signage highlighting topics such as hand washing and social distancing -Markings on the floor to promote social distancing	-Kristen Kane, Director -Teachers/ Staff	Signage	N
* Identifying and restricting non-essential visitors and volunteers	-Restricting volunteers, presenters and parent visitors -Restricting the number of parents/caregivers who enter the building at drop off and pick up to only one	-Restricting volunteers, presenters and parent visitors --Restricting the number of parents/caregivers who enter the building at drop off and pick up to only one	-Kristen Kane, Director -Teachers/ Staff	Signage	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	-Follow recommendations of CDC -Restrict physical activity to games and exercises which allow for social distancing and no common touch points	-Follow recommendations of CDC -Restrict physical activity to games and exercises which allow for social distancing and no common touch points	-Kristen Kane, Director -Teachers/ Staff	Lists of games and exercises which allow for social distancing and no common touch points	N
Limiting the sharing of materials among students	-All students will have their own school supply bin of items for daily use (crayons, glue, scissors, pencil, etc.) -Rotate manipulatives throughout week and clean in between uses -Students are assigned their own hook to hang their belongings	-All students will have their own school supply bin of items for daily use (crayons, glue, scissors, pencil, etc.) -Rotate manipulatives throughout week and clean in between uses -Students are assigned their own hook to hang their belongings	-Kristen Kane, Director -Teachers/ Staff	-Cleaning and disinfectant supplies -Individual bins and items	N
Staggering the use of communal spaces and hallways	Markings will be placed on the floor for proper spacing.	Markings will be placed on the floor for proper spacing.	-Kristen Kane, Director -Teachers/ Staff	Floor markings/ Signage	N
Adjusting transportation schedules and practices to create social distance between students	Student accompanied by one caregiver will enter the building one at a time and maintain social distancing as much as possible	Student accompanied by one caregiver will enter the building one at a time and maintain social distancing as much as possible	-Kristen Kane, Director -Teachers/ Staff	Floor markings/Signage	Y

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)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	-Students will move between individually assigned areas -Consistent staff during class time -No presenters or parent volunteers -Markings will be placed on the floor to space children 6 feet apart	-Students will move between individually assigned areas -Consistent staff during class time -No presenters or parent volunteers -Markings will be placed on the floor to space children 6 feet apart	-Kristen Kane, Director -Teachers/ Staff		N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	We do not provide child care, extended care, or transportation	We do not provide child care, extended care, or transportation	n/a		N

## 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:** While opening under the guidance of the green and yellow phase, there will be significant effort made to monitor the health of all members of the school community. In an effort to monitor students for symptoms of COVID-19, students will receive a temperature check when entering the building while in the yellow and green phase. Any student who presents with a fever (equal to or greater than 100) will be asked to return home for observation by a family member. A daily self-screening will also be verified. If a child appears to be not feeling well (uncontrollable runny nose, cough, etc.) while in the green or yellow phase, they will be asked to return home as well. In an effort to monitor faculty and staff for symptoms of COVID-19, faculty and staff members will receive a temperature check when entering the building. A student or staff member who presents with a fever will be asked to return home and not return back to school until he/she is fever free. He/she must remain fever free for at least 72 hours without fever reducing medication. Any person who demonstrates symptoms of COVID-19 while in school, will remain isolated in predetermined locations (church parlor) until he/she is able to safely leave the building. The student must be picked up within 30 minutes. Any person returning to preschool after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. All parents, the Department of Health and the Department of Human Services will be notified if a students or staff member tests positive for the virus. If a students or staff member is exposed to a person with Covid-19 they must quarantine for 14 days. Attendance is taken daily. Parents must inform the school by text or email if their child is absent and the reason of the absence. Parents must report to the school immediately if their child or any person in the child's household has or is suspected of having COVID-19. Families who travel out of state must check with the school upon returning to see if they have to quarantine for 14 days before returning to school. Staff members that are unable or uncomfortable to return should contact the preschool board and will be dealt with on a case by case basis. Students that are unable or uncomfortable to return to school should contact the Director and will be dealt with on a case by case basis. All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through email, text, our website, and Facebook.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Monitoring students and staff for symptoms and history of exposure</b>	<ul style="list-style-type: none"> <li>-Students, caregivers, and staff will receive a temperature check when entering the building.</li> <li>-Those presenting with a temperature of over 100 will be asked to return home.</li> <li>-Those presenting with a temperature of over 100 will not return to school until he/she is fever free with no fever-reducing medication for 72 hours</li> </ul>	<ul style="list-style-type: none"> <li>-Students, caregivers, and staff will receive a temperature check when entering the building.</li> <li>-Those presenting with a temperature of over 100 will be asked to return home.</li> <li>-Those presenting with a temperature of over 100 will not return to school until he/she is fever free with no fever-reducing medication for 72 hours</li> </ul>	<ul style="list-style-type: none"> <li>-Kristen Kane, Director</li> <li>-Teachers/ Staff</li> </ul>	<ul style="list-style-type: none"> <li>-Temperature check equipment</li> <li>-Hand sanitizer</li> <li>-Gloves</li> <li>-Masks</li> </ul>	Y

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)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	-Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined location (church parlor) until he/she is able to safely leave the building -Parents are asked to provide multiple available emergency contacts who can assist in the pick-up of a sick child within 30 minutes of the school calling.	-Any person who demonstrates symptoms of COVID-19 will remain isolated in predetermined location (church parlor) until he/she is able to safely leave the building -Parents are asked to provide multiple available emergency contacts who can assist in the pick-up of a sick child within 30 minutes of the school calling.	-Kristen Kane, Director -Teachers/ Staff	Church parlor	N
* Returning isolated or quarantined staff, students, or visitors to school	Any person returning to the preschool after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both that individual as well as others in the building.	Any person returning to the preschool after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both that individual as well as others in the building.	-Kristen Kane, Director -Teachers/ Staff	Doctor's note	N
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through text, email, Facebook and our website.	All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through text, email, Facebook and our website.	-Kristen Kane, Director	Text, website, email Facebook	N
Other monitoring and screening practices	Self screening and temperature check		-Kristen Kane, Director -Teachers/ Staff		

## 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:** In the green and yellow phase, students and staff that are high risk will be addressed on a case by case basis. Staff members and students must wear a face covering. A health inspection and temperature check will be performed on each student as they enter the building. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. Teachers will design learning spaces for students that will be spaced 6 feet apart. Their work spaces will be clearly marked. All staff members and students will be required to wear a face covering unless they have a medical condition. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	-Students that are at risk will be provided with a remote learning environment if they choose, and will be addressed on a case by case basis -Staff will be addressed on a case by case basis	All students and staff will be addressed on a case by case basis.	-Kristen Kane, Director	-Remote learning environment -Device with microphone, video, and Zoom capability	N
<b>* Use of face coverings (masks or face shields) by all staff</b>	Staff members and students will be required to wear a face covering	Staff members and students will be required to wear a face covering	-Kristen Kane, Director	Face coverings	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	-Students will wear a face covering -Protocols for students with exceptionalities will be addressed on a case by case basis -Accommodations will be made to fully support their safety and learning.	Students will wear face coverings	-Kristen Kane, Director -Teachers/ Staff	Face coverings	N
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	-Protocols for students with exceptionalities will be addressed on a case by case basis -Accommodations will be made to fully support their safety and learning.	-Protocols for students with exceptionalities will be addressed on a case by case basis -Accommodations will be made to fully support their safety and learning.	-Kristen Kane, Director -Teachers/ Staff		N

## 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
Hand washing, social distancing protocols, staff/student safety procedures	Teachers and staff	Kristen Kane, Director	Staff meeting	-Reopening Health and Safety Plan -PDE, CDC Guidelines	8/18/20	Repeat as needed
Temperature checks	Teachers and staff	Kristen Kane, Director	Staff meeting	Temperature check equipment	8/18/20	Repeat as needed
Signs and symptoms of COVID-19	Teachers and staff	Kristen Kane, Director	Staff meeting	-Signs and Symptoms of COVID-19 -CDC Guidelines	8/18/20	Repeat as needed
Cleaning, sanitizing and disinfecting learning spaces and other areas used by students	Teachers and staff	Kristen Kane, Director	Staff meeting	Cleaning materials	8/18/20	Repeat as needed

## 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
Reopening Plan	Preschool Board	Kristen Kane, Director	Board meeting	8/18/20	
General School Update	Teachers and Staff	Kristen Kane, Director	Email, text, website	weekly	

# Health and Safety Plan Summary: The Geneva Preschool

Anticipated Launch Date: September 21, 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
<ul style="list-style-type: none"> <li>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e, restrooms, drinking fountains, hallways, and transportation)</li> </ul>	<p>In both the green and yellow phases of reopening, all common touch points and high contact areas (bathroom fixtures, door handles, light switches, desk surface areas, cabinet knobs, etc.) are sanitized before and after all classes in student/staff occupied areas. The Director will provide professional development to staff.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</li> <li>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</li> <li>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</li> <li>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</li> </ul> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>While in both the green and yellow phases, The Geneva Preschool will maximize space to the maximum extent feasible. Teachers will design learning spaces with respect to social distancing to the maximum extent possible. Face coverings are mandatory for students and staff. Visitors, volunteers, and presenters will be restricted. Drop off and pick up procedures will be modified to allow for social distancing. Separate entrances and exits will be used to ensure one-way foot traffic. Students will have the same teachers/staff in their room consistently. Each child will bring their own snacks and drinks. No food will be shared. The students and staff will have access to hand washing facilities and the use of hand sanitizer multiple times a day. Proper procedures will be shared via staff instruction and signage. Students and staff will receive training and reminders on hand-washing best practices, good hygiene, and social distancing. All students, caregivers, and staff must use hand sanitizer when entering the building. There will be highly visible signage in both buildings highlighting topics such as hand washing, personal hygiene, and social distancing. Outdoor play time and physical activity will be restricted to games and exercises which allow for social distancing and no common touch points. In an effort to limit the sharing of materials, students will utilize their own school supply bins with their personal writing utensils, glue, scissors, crayons, etc. There will be a cleaning of shared items, such as manipulatives, between uses.</p>



## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Monitoring students and staff for symptoms and history of exposure</li> <li>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</li> <li>* Returning isolated or quarantined staff, students, or visitors to school</li> </ul> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>In an effort to monitor students and staff for symptoms of COVID-19 during the green and yellow phase, all will receive a temperature check and a health screening when entering the building. Anyone who presents with a fever of 100 or over will be asked to return home and not return until he/she is fever free for 72 hours without fever reducing medication. Any person who demonstrates symptoms of COVID-19 will remain isolated in a predetermined location (church parlor) until he/she is able to safely leave the building. They must be picked up within 30 minutes. Any person returning to preschool after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building. All additional school closures or changes in safety protocols related to COVID-19 will be communicated to families through text, email, our website and social media.</p>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* Protecting students and staff at higher risk for severe illness</li> <li>* Use of face coverings (masks or face shields) by all staff</li> <li>* Use of face coverings (masks or face shields) by older students (as appropriate)</li> </ul> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>We will protect our students that are higher risk for severe illness by making a learning plan with their family. This will be done on a case by case basis. Staff at risk for severe illness will be addressed on a case by case basis. Staff members and students are required to wear a face covering during the green and yellow phase. Unique safety protocols for students with complex needs or other vulnerable populations will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. During the green and yellow phases, teachers will design learning spaces for students that will be spaced 6 feet apart. Their work spaces will be clearly marked. All staff members and students will be required to wear a face covering unless they have a medical condition. Temperature checks will be made for students and staff when entering the building. Protocols for students with exceptionalities will be addressed on a case by case basis and appropriate accommodations will be made to fully support their safety and learning. During the red phase, only remote instruction will be offered.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for The Geneva Preschool reviewed and approved the Phased School Reopening Health and Safety Plan on September 9, 2020.

The plan was approved by a vote of:

6 Yes

0 No

Affirmed on: September 10, 2020

By:



*(Signature\* of Board President)*

Deb Lichtenfels

*(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.