

2020-2021 Phased Reopening Health & Safety Plan

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The words staff/employee are used within this document interchangeably.

This entire document is subject to change as needed. Major changes to the Health and Safety Plan will require board approval and resubmission to PDE. School administration will adjust internal, day-to-day procedures as necessary to meet the needs of this plan.

Summary of the 2020-2021 Universal, Synchronous, & Remote Learning Experience at Charter Arts

This Lehigh Charter Arts High School for the Arts (Charter Arts) Health and Safety Plan addresses three plan options (A, B, & C) for the 2020-2021 school year, and our Remote Planning Team carefully considered the following when crafting this plan:

- A plan consistent with our Charter Arts Vision and Mission
- Charter Arts regional model, which brings students from 45+ sending districts and 11 counties together, many with siblings at home attending other schools, which will be addressing their return to school protocols in a variety of ways
- Transportation
- Maintaining a safe and healthy environment for our students, employees, and all of the families that are connected to our school community through interactions with our students and employees
- Opportunities for engaging students with in-person learning and events, when possible, for the social and emotional well-being of students and employees while safely addressing physical distancing, small group sizes, mask and shield wearing, and maximizing the use of outdoor space when possible
- Feedback from family and employee planning surveys

The plan below addresses the quality of the arts education on which our school was founded and offers opportunities for collaboration and connection to our community for instruction, assessment, performance, discussion, and one-on-one teacher and peer feedback and conferencing. Our teachers and students need to be able to see one another's expression, sing or play an instrument together, move together in unison, or collaborate as a team. In order to do this effectively given CDC guidance, our staff has begun developing new and innovative ways to collaborate in a virtual world through Google Meets and Zoom sessions and are excited to work creatively together.

Out of an abundance of caution, and to maintain the safety of Charter Arts' students, employees, and families, Charter Arts will begin the 2020-2021 school year with Plan A (as outlined below), which is a fully universal remote learning start for quarter one (the first nine weeks).

Throughout the quarter, our Charter Arts Administrative Team and Remote Learning Planning Team will continue to monitor guidance from the Pennsylvania Department of Education (PDE), the Center for Disease Control and Prevention (CDC), the Department of Health (DOH), St. Luke's Health Network, and the PA County COVID Case Map and may make adjustments to this plan accordingly. Charter Arts may stay in Plan A or switch to Plan B or C after quarter one depending on what is in the best interest of our school community to maintain health and safety. Per state requirements, when this plan needs to be amended, the Charter Arts Board of Directors will approve any updates and provide those updates to our students, employees, families, and PDE.

To summarize, Plan A requires all students to participate in their core, artistic, and elective classes synchronously and asynchronously from home remotely per their daily school schedule. The class time period schedule will remain the same as the 19-20 school year using 10 periods per day, and the four-day cycle will occur Monday Day 1, Tuesday Day 2, Wednesday remote, Thursday Day 3, and Friday Day 4. Teachers will take attendance each instructional period of the school day (except for study hall periods) whether via Zoom or Google Meet. Homework will be assigned at the discretion of the teacher. On Wednesdays and during student study halls, students will work independently at home on their coursework and will self-report their attendance. Students are expected to attend class daily and meet the high expectations for student participation and engagement just as they normally would in-person. Students may opt to drop elective classes if they would prefer to focus on core and artistic classes during remote or hybrid learning. To allow for an adjustment period to remote learning prior to making a determination about electives, we have extended the add/drop window until September 18th with no impact to a student's transcript. See further details outlined below under "Scheduling".

Plan A allows for limited **optional** in-person experiences during quarter one. These experiences will be determined and coordinated by teachers and will be scheduled in collaboration with school administration and in meeting all CDC requirements. Space usage will be pre-approved by school administration and will be strictly monitored and enforced. For participation in these limited **optional** in-person experiences during Plan A remote learning, students will need to coordinate their own transportation to and from Charter Arts. Students who come to the building must be accompanied and monitored by a staff member. Examples for these optional experiences include, but are not necessarily limited to, preparation for artistic performances, recording artistic performances, science lab experiences, in-person tutoring, and in-person support in the Academic Support class in accordance with students' IEPs to the extent possible. Tutoring for individual or small groups of students may be provided remotely or in-person depending on the needs of the student and teacher availability. Schedules will be coordinated internally in advance by employees and shared with students via their teachers, artistic departments, counselors, case managers, or other employees as necessary. Additionally, should students need a quiet space to work outside of their homes, they should discuss their needs directly with their school counselor and needs will be accommodated space permitting and in coordination with CDC guidelines. All students will be issued a Chromebook and their necessary textbooks at the beginning of the year during supply distribution days as outlined on our updated school calendar. Should students have technology questions or difficulty related to access, devices, etc. they should submit a help desk ticket via [this link](#).

In each model in this plan, all students will have remote access to their school counselors, case managers, and other support staff (i.e. social worker and school psychologist) by appointment, via small group social/emotional check-ins, and through post-secondary planning and academic monitoring as needed. For students having IEPs or Section 504 plans that include counseling services, they will have the option to participate in said counseling services in-person, if it is safe to do so, or remotely. Further, Charter Arts will work with sending school districts that provide transportation to our school if special education services require in-person learning opportunities.

Students with Individualized Education Plans (IEPs) and Chapter 15/504 accommodations will have remote access to their specially designed instruction and accommodations based on their individual needs, as outlined and discussed with the educational team, including parents, prior to the start of the 20-21 school year. We encourage open communication between families and their child's special education team at all times to ensure that students continue to receive a Free Appropriate Public Education.

In the event that students are scheduled to come into the building for any reason, students and families will need to self-monitor health symptoms at home prior to coming to school. Should a student or family member have any COVID symptoms or be exposed

to someone that has been exposed, as outlined in the [Self Screener Checklist](#) sent home to families, students should stay at home and not come to school for any reason. Students scheduled to participate in the optional experience that day should notify the school Main Office immediately by phone at 610-868-2971. Students attending in-person events will need to maintain 6ft. of physical distance at all times, comply with the state mask requirements as outlined by the PDE, and practice regular hand washing/sanitizing while in the building.

We look forward to working with our students, families, and employees in new and innovative ways this school year, and we look forward to hearing your feedback as we implement this plan. Our Charter Arts Administration and Remote Learning Planning Team will continue to work together and monitor the implementation of universal remote learning through a variety of means, including stakeholder surveys to gather real-time feedback, and adjust the plan accordingly.

Pandemic Coordination Team		
Individuals	Stakeholder Group Represented	Pandemic Team Roles & Responsibilities
Dr. Carise Comstock	Superintendent/CEO	Pandemic Coordinator
Brian Filchner	Director of Facilities	Director of Facilities/Health and Safety Plan Development
Jennifer Levernier	Executive Office Manager/Student Support	Health and Safety Plan Development
Lauren Sheldon	Chief of Core Curriculum and Engagement/Co-Principal	Administration/Other Considerations Sub Committee
MaryJo Rosania-Harvie	Chief of Artistic Programs and Events/Co-Principal	Administration/Health and Safety Plan Development/ School Safety & Security Coordinator
Peter Wrenn-Meleck	School-Wide Productions	Health and Safety Plan Development
Theresa Vinci	Admin/Fundraising	Health and Safety Plan Development
Ann Marie Squerrini	Admissions & Assessment	Health and Safety Plan Development
Anthony Para	Social Studies/Core Teacher	Health and Safety Plan Development
Brian Weldner	Social Studies/Core Teacher	Health and Safety Plan Development
Carlo Acerra	Production Arts/Arts Teacher	Health and Safety Plan Development
Diane Wagner	Theatre/Arts Teacher	Health and Safety Plan Development
Dr. Georgia Bomgardner	School Psychologist	Other Considerations Sub Committee
Jenna DeFrancisco	Math/Core Teacher	Health and Safety Plan Development
Kaitlyn Keller	Science/Core Teacher	Health and Safety Plan Development

Kelsey Kish	Music/Arts Teacher	Other Considerations Sub Committee
Kim Maniscalco	Dance/Arts Director	Health and Safety Plan Development
Lorie Reinhard	Visual Art/Arts Director	Health and Safety Plan Development
Mary Beth Kemp	Science/Core Teacher	Health and Safety Plan Development
Matt Wells	Music/Arts Director	Health and Safety Plan Development
Paul Walsh	Literary Arts/Arts Director	Health and Safety Plan Development
Richard Janowski	Science/Core Teacher	Health and Safety Plan Development
Stephanie Covelle	School Counseling	Other Considerations Sub Committee
Suzannah Nolt	Paraprofessional	Health and Safety Plan Development
Virginie Gournet	World Language/Core Teacher	Health and Safety Plan Development
Rajika Reed	St. Luke's Health Network Consultant	Senior Network Director of Epidemiology and Strategy

Facilities, Cleaning, Sanitizing, Disinfecting, & Ventilation

Charter Arts contracted with CSI for cleaning services effective July 1, 2020. Additionally, the school purchased two electrostatic spray fogger/ wands to disinfect our building once per week (and more routinely if necessary) and spray bottles with disinfectant to be used in each classroom in between periods should in-person classes resume mid-year. CSI will disinfect thoroughly using cleaners that meet [CDC guidance](#) and as outlined in this plan. Additionally, throughout the year, CSI will be vacuuming, wet and dry mopping floors, and disinfecting high touch areas daily to ensure a clean environment. In Plans A, B, and C, CSI employees will sign off that they have serviced the room/area once they have done so.

Anyone entering the building will be required to utilize hand sanitizer upon entry and will frequently wash their hands or sanitize at the various stations throughout the building. Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH.

Air filters are changed three times per year per our regular building maintenance schedule, and our current system currently meets ASHRAE standards. During August 2020, the air filters in the building have been upgraded to MERV 10 filters from our previous MERV 8 filters.

Signage will be posted throughout the building reminding students and employees of good hygiene and proper handwashing expectations and practices, and non-essential visitors will not be permitted into the building. Some examples are provided below:



Requirements	<p>Action Steps</p> <p>Lead Individual and Position: Brian Filchner, Director of Facilities</p> <p>PD Required: Yes</p>	<p>Materials, Resources, and or Supports Needed</p>
<p>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Charter Arts and CSI will maintain continued collaboration to ensure a successful partnership and focus on maintaining the safety and cleanliness of the school building. CSI is contracted for daily building-wide cleaning during remote learning and when students reintegrate into school. In Plans A, B, and C, CSI employees will sign off that they have serviced the room/area once they have done so. Further, we may adjust details of this plan as needed throughout the year as needs arise.</p> <p>Charter Arts purchased two electrostatic disinfectant sprayer backpack systems to be used Wednesdays/weekends and also as needed. Additionally, when students are in the building, classrooms and office high touch areas will be cleaned in between periods by teachers and students, using gloves when necessary, spray bottles, and paper towels, in addition to CSI cleanings and adhering to CDC guidelines to keep our building safe for our community.</p> <p>While students and staff are in Plan A, employees will utilize a hanging door card system to indicate if a room has been occupied during the school day. An employee who has been in a room will hang the card on the outside door handle of the room when they leave for the day. The card will serve as an indicator that the room is ready for cleaning and disinfecting. After cleaning the room, the custodial staff will place the card on the back handle of the door for the next occupant to use and will sign off on the verification sheet in the room to confirm cleaning details. Further, Charter Arts will provide CSI with a room utilization report if/when students are in the building to clarify the need for further detailed cleaning in specific rooms.</p> <p>CSI will use the following shift times to ensure consistent cleaning during the day and evening. Plan A cleaned one time per shift if the room has been utilized; Plan B/C cleaning two times per shift each day.</p> <ul style="list-style-type: none"> • 7:00 AM - 12:00 PM • 12:00 PM - 4:00 PM • 4:00 AM - 9:00 PM 	<p>Electrostatic Sprayer Cleaning/ Disinfectant Supplies Hand Sanitizer Stations No-Touch trash cans Signage for school building</p> <p>Signage to be Posted</p> <p>CSI employee sign off sheets and hang cards</p> <p>Room utilization report and Google Calendar</p>

In addition to other regularly scheduled cleaning (common areas, etc.), CSI custodial staff will service high touch areas as outlined below which includes, but is not limited to, the following:

Day shift custodial staff duties:

- Clean high touch items throughout the day, including, but not limited to:
 - door knobs/handles/frames
 - hand railings
 - light switches
 - printer/copiers
 - Elevator
 - Refrigerator handles, microwave oven fronts
 - Toaster handles and coffee pots
 - water bottle refilling stations (fountains disabled)
- Restrooms will be cleaned midday (using the proper PPE)
 - wet/dry mop with soap/water or disinfectant
 - disinfecting toilets, urinals, sinks, paper dispensers and partitions, door handles

Evening shift custodial staff duties:

- Continue everyday responsibilities and tasks
- Clean restrooms using proper PPE
- Vacuum offices with carpet
- wet mop classroom and corridor floors with disinfectant
- disinfecting toilets, urinals, sinks, paper dispensers and partitions
- wipe down, clean and disinfect all surfaces
 - chairs
 - desks
 - tables
 - doors/door handles/door frames
 - light switches
 - computer keyboards in computer labs
 - phones
 - counters
 - corridor walls
 - hand railings
 - water bottle refilling stations (fountains disabled)

Computers, headphones, and other sensitive/electronic surfaces must be cleaned by the individual after they are finished using them.

Any dirty surfaces will be washed with soap/water or cleaner before disinfecting. Electrostatic disinfectant sprayer once per week unless otherwise needed.

Custodial/Maintenance and Student/Employee PPE

PPE will be utilized in coordination with job duties performed and as indicated in guidelines set forth by the CDC and PA DOH. CSI will provide their employees with PPE. Charter Arts will provide all students and employees with one reusable mask and one face shield, and students and employees are responsible for keeping these washed and sanitized. Students will also be provided with a personal bottle of hand sanitizer to start the year with an instructional card outlining personal hygiene recommendations.

Ventilation

Air filter changes will remain on the same schedule (excessive filter changes not necessary) These are changed 3 times per year.

Handwashing

Anyone entering the building will be required to utilize hand sanitizer and will frequently wash their hands or sanitize at the various stations throughout the building. Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH.

[Handwashing toolkit Personal Protective Equipment Classroom Hygiene Procedure](#)

Hand soap, paper towels, and no-touch trash cans will be available in all bathrooms; and hand blowers in bathrooms will be deactivated (all lids will be removed from the current bathroom trash cans).

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs. Signage will be posted at entrances, bathrooms, hallways, and throughout the facility.

Social Distancing & Other Safety Protocols

In our remote learning environment, students will only enter our building as needed and as scheduled by an employee and approved by school administration in advance. If students come to campus for any reason, they will access a space indoors or outdoors (pocket park, rooftop deck, the greenway) which provides adequate space to complete their instruction/engagement in a safe and socially distanced way (maintaining 6ft).

While in the building, students will be supervised and will be required to maintain proper physical distancing requirements and mask protocols as required in Pennsylvania. To that end, Charter Arts purchased one mask and one face shield for each student and employee, which they will receive at the beginning of the school year. When interacting on campus, students and employees will be required to wear the mask but will be encouraged to wear both the mask and face shield as a double layer of protection to keep our community safe. Signage will be posted in the building to remind students and staff of room occupancy requirements, masking, and physical distancing requirements.

For students and employees, Charter Arts installed hand sanitizing stations in classrooms and offices and freestanding hand sanitizing dispensers in the vestibules, Commons Cafe, and other common areas. Additionally, at the beginning of the year, students will receive a personal small bottle of hand sanitizer with a placard outlining proper hand sanitizing expectations. In high traffic areas, such as the main office, guidance suite, and AP suite, plexiglass panels have been installed to create a barrier and maintain safety.

All updated expectations regarding coronavirus precautions for students will be outlined in the Student Handbook. This document will be live on our Charter Arts website in the event that we need to make updates mid year. If changes are made, Charter Arts administrators will communicate updates with families directly via our Alert Call system in PowerSchool.

When it is safe to resume instruction in-person at Charter Arts, students will be reintegrated back in phases. Charter Arts will give families at least two weeks notice prior to resuming in-person instruction.

Charter Arts Tiered Plans:

- **Plan A** -100% of students are in universal, remote synchronous* & asynchronous** learning and will have limited optional in-person opportunities for social/emotional, community, academic, and artistic learning. For participation in the optional in-person experiences during Plan A remote learning, students will need to coordinate their own transportation to and from Charter Arts. Further, Charter Arts will work with sending school districts that provide transportation to our school if special education services require in-person learning opportunities. These experiences will be determined and

coordinated by teachers and will be scheduled in collaboration with school administration and in meeting all CDC requirements. Space usage will be pre-approved by school administration and will be strictly monitored and enforced.

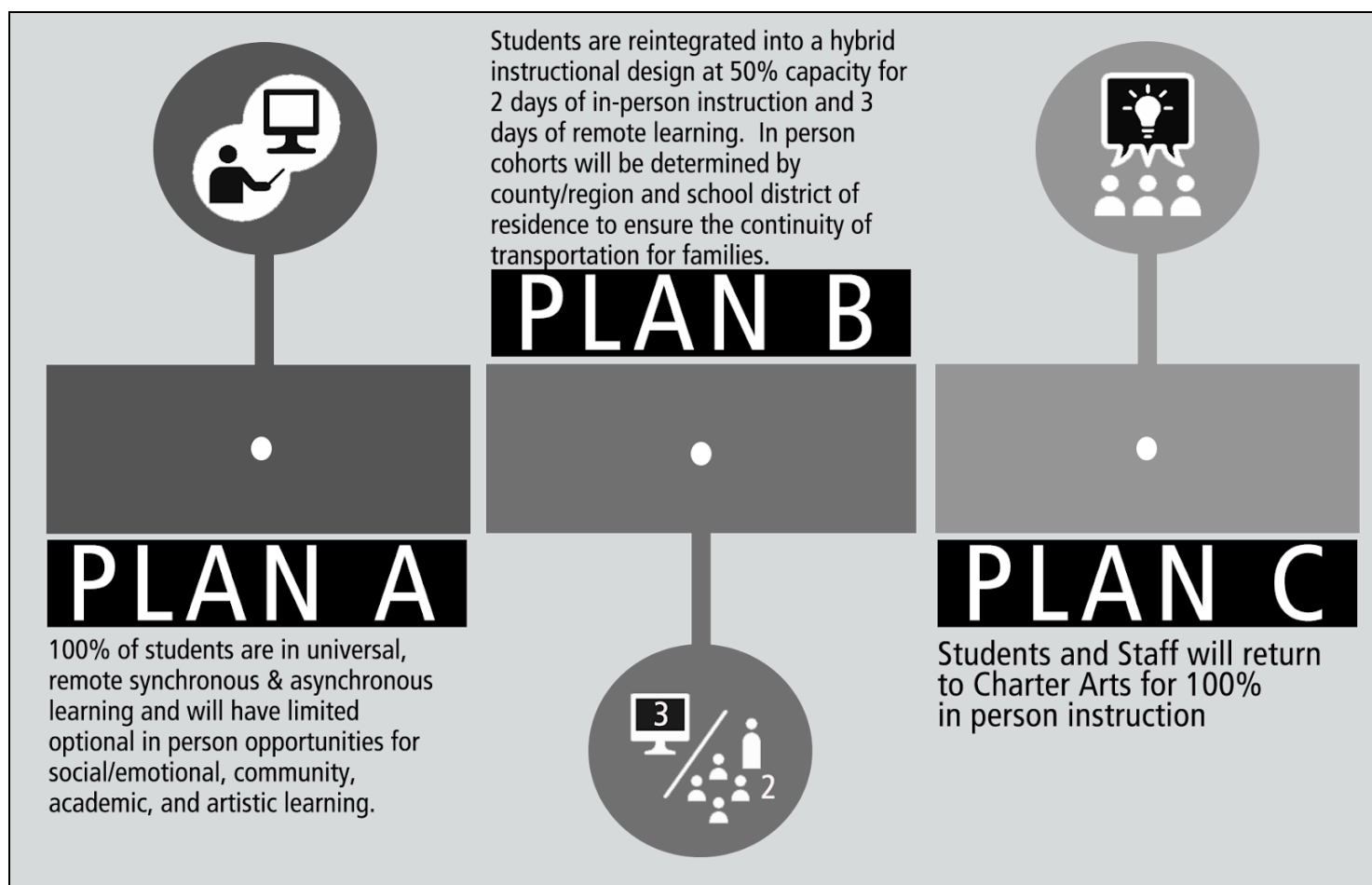
- **Plan B** - Students are reintegrated into a hybrid instructional design at 50% capacity for two days of in-person instruction and three days of remote learning. In-person cohorts will be determined by county/region and school district of residence to ensure the continuity of transportation for families. Charter Arts will work with sending school districts to coordinate transportation for all students who receive bussing, when it is time to enact this plan to ensure transportation.
- **Plan C** - All students and staff will return to school for 100% in-person instruction.

***Synchronous:** Teachers meet with students online for class at scheduled times and will take attendance at the beginning of each period. Teachers are also available for posted office hours or by appointment as necessary. Synchronous classes will include instructional lessons, the use of Google Meet or Zoom breakout rooms for student collaboration, times allocated for independent work, and group discussions. Artistic teachers will continue to work with students in a studio or tech setting, giving individual and group feedback and/or critique. Homework will be assigned at the discretion of the teacher.

****Asynchronous:** students work on pre-assigned material and/or engage in group collaborative projects via a remote setting or breakout room as necessary. Content may be delivered through readings or video, based on the nature of the course content. Teachers will be available for posted office hours or by appointment as necessary. In our Plan B model, students that choose to stay remote will be scheduled for individual check-ins with teachers during scheduled office hours as needed.

Charter Arts will utilize instructional and non-instructional staff to ensure learning opportunities through remote and in-person experiences as needed. Students will be able to email their teachers, school counselors, case managers, and other support personnel as needed to schedule Google Meet/Zoom appointments or drop into an employee's virtual office hours each week. Further, Charter Arts will schedule grade-level assemblies and artistic community meetings, etc. If a student or family member ever needs assistance, they should contact their child's teachers and may also contact a school counselor, case manager, the nurse, or school administrator.

Any transition between Plans will be determined based on a multitude of factors and data and will be voted on by the School Board.



Requirements	Action Steps Lead Individual and Position: MaryJo Rosania-Harvie & Lauren Sheldon, Co-Principals Joe Boyle, Transportation Coordinator PD Required: Yes	Materials, Resources, and or Supports Needed
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>Students will begin the year in Plan A, 100% remote learning with optional in-person elements.</p> <p>In Plan B, students will return to school at 50% capacity (by regional/district of residence groupings) which will reduce the number of students per classroom and keep families together for transportation and health purposes</p> <p>Artistic specific needs with information and guidance from PA+ARTS+Covid Media Coalition of Educators, PADEO, PMEA, etc. See details in the link provided for each artistic department. Guidance may change.</p> <p>Use of alternate spaces, such as outdoor spaces, whenever possible, for dance, vocal music, instrumental music (brass, woodwinds) to mitigate spread</p>	Reintegration Plan
Restricting the use of cafeterias and other	Restricting the number of students at each table to eat and reorganize seats in the Commons Cafe so that students are not eating across the table from one another to mitigate spread	Food Service Plan

congregate settings, and serving meals in alternate settings such as classrooms	<p>Encourage student hand washing/sanitation before and after meal service with the addition of hand sanitizer stations in the Cafeteria and classroom areas</p> <p>Continue to use disposable plates, utensils, etc. Mark spaced lines to enter the cafeteria and pick-up lines (to the extent practicable); designate entrances and exit flow paths; stagger use</p> <p>Conduct cleaning of cafeterias and high-touch surfaces</p> <p>Heathland Hospitality Group to offer online ordering and touchless pick-up of food for students and employees in Plan B or C</p> <p>When meals are served in the Cafeteria, we will have:</p> <ul style="list-style-type: none"> • Spaced serving lines (marked on floors) • Spaced seating • Pre-packaged boxes or bags for each student based on Heathland orders • Discourage sharing of foods and utensils <p>We will plan staggered start/dismissal times for classes in Plans B and C, when students return to school to reduce the traffic in the hallways. The schedule may need to be adjusted to account for additional transition time and disinfecting in between classes.</p> <p>Directional markings will be installed in hallways and stairways to organize the flow of traffic.</p>	<p>Additional monitoring needed</p>
Hygiene practices for students and staff including the manner and frequency of Hand-washing and other best practices	<p>Each student will be provided with a reusable cloth mask, face shield, hand sanitizer, and proper hygiene card at the start of the school year when they pick up their school supplies.</p> <p>Face covering procedures and protocols will be reviewed at the start of the school year with each student and sent home to parents.</p> <p>Face covering protocols will be included in the 20-21 Student and Employee Handbooks. Students and employees will be asked to comply with COVID-19 safety guidelines set forth by the CDC and the State of Pennsylvania.</p> <p>Student Council will be creating a video to make students aware of the mask and handwashing protocols.</p> <p>Hand-washing and other best practices will be posted in each restroom.</p> <p>Signage will also be posted in classrooms instructing students where to sit to enforce physical distancing (social distancing), mask reminders, hand washing reminders, hallway directional markings.</p>	<p>Back-to-School Community Meetings</p> <p>Student Handbook</p> <p>Employee Handbook COVID Appendix</p>
Posting signs, in highly visible locations, that Promote everyday protective measures, and how to stop the spread of germs	<p>Parents/Guardians, and any guests entering the building for any reason, including student pickup must be wearing a mask. Parents/guardians will present ID in the main office after using alcohol based hand sanitizer. All items for transaction will be sanitized. Transaction will occur through a plexiglass window for the safety of our Main Office Staff.</p> <p>Identifying and restricting non-essential visitors and volunteers Visitors will be permitted on an as needed basis following building access procedures upon entrance. Minimal movement around the facility is expected.</p>	<p>Main Office Visitor Protocols</p> <p>Signage for building</p> <p>Arrival and dismissal</p>

	<p>Temperature screening will not be required upon entrance to school for students or staff. Parents/guardians will screen for symptoms at home each morning. Students who are ill should not report to school.</p> <p>All school staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Daily symptom screening checklist</p> <p>Signage will be posted in hallways, and entrances to communicate how to stop the spread of COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/school specific protocols.</p> <p>Hand sanitizer and disposable masks will be provided to all staff, students, and visitors prior to entering the building, if needed.</p> <p>In Plan B, protocol will be followed for student dismissal to busses at the end of the school day. Student release will occur by bus location/district (similar to a snow day release) to limit the movement in the hallways.</p>	<p>procedures for transportation</p> <p>Transportation lists</p> <p>Symptom Screening checklist</p>
<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Although we do not have a sports program at Charter Arts, we do have a Dance Department. In Plan B, this department will divide classes between five or more spaces in the school in order to reduce the class sizes. These cohorts will stay together and wear masks when possible. The floor in the dance studios will be marked in order to indicate 8-12 feet spacing, as recommended by the Pennsylvania Dance Educators Organization. (PDEO)</p> <p>We have reviewed and followed the CDC Considerations for Youth Sports: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html</p> <p>All performances and school events will be live streamed, pre-recorded, or held outdoors until further notice. We have submitted grant proposals and utilized grant funding to support this effort.</p>	<p>COVID-19 and Arts Education Best Practices and Solutions for supporting PA's K-12 School Phased Reopening Preliminary Guidance</p> <p>Considerations for Youth Sports</p> <p>Technology for live streaming performances and events</p>

Monitoring Student & Staff Health

During Plan A, per PDE guidance, employees will be permitted to telework if their job description and job function permits. However, if an employee has a job in which they need to be in the building to complete their job, as determined by the Superintendent & CEO, the employee will be required to complete any elements of their job function in the building as necessary. Further, unless otherwise closed by the state of Pennsylvania, the building will be open for employees to utilize their work space as needed. During Plan B and C, all employees will be expected to be in the building to complete all job functions.

Charter Arts will comply with all COVID-19 applicable statutes, regulations, and guidelines.

[COVID Safety Plan for High Risk Employees](#)

[COVID Administrative Procedures for Employees to Return to Work](#)

[COVID Paid Leave Administrative Regulations](#)

Prior to entering the Charter Arts building, employees, students, and visitors should utilize the daily [self-screening/symptom](#)

[screening tool](#) before coming to Charter Arts and sanitize hands upon entrance. Temperature screening will not be required to enter the building. However, any student or employee that shows any COVID symptoms as outlined on the CDC website will be sent home immediately. If at any time a student is exhibiting symptoms while in school, they will be quarantined in the health room until a parent/guardian arrives to pick them up. Parents will be required to pick up their child within two hours of a call home, as we know some of our parents are coming a long distance, and students and employees that are sent home will not be allowed to re-enter the building without a doctor's note or negative COVID test, a copy of which must be provided to our school nurse.

All COVID testing must be scheduled through the student's/employee's general physician, and results can take anywhere between 1 and 10 days to be processed. Upon confirmation of a positive COVID test, Charter Arts will alert our local health bureau and our school community. [Per CDC guidance](#), Charter Arts will close off areas used by the person who is sick. Companies do not necessarily need to close operations, if they can close off affected areas. Charter Arts will wait 24 hours before cleaning or disinfecting the contaminated area. If 24 hours is not feasible, we will wait as long as possible. CSI will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls. Additionally, CSI will [vacuum the space if needed](#) using a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

Requirements	Action Steps Lead Individual and Position: Crystal Swartz, CSN St. Luke's	Materials, Resources, and or Supports Needed
Monitoring students and staff for symptoms and history of exposure	<p>During Plan A, all students will be learning remotely unless they are coming to school for an optional in-person experience. Students will be required to monitor symptoms at home and are advised not to come into school if they are experiencing any symptoms based on the screening questions in this document.</p> <p>Any staff member who would like to come into the building will be required to monitor their own symptoms before entering the building.</p> <p>Teachers may access the building and their classrooms to teach and essential staff will report to the building as outlined by their direct supervisor. Flexibility will be taken into account if teleworking is an option given the employee's main job function.</p> <p>Training on infection control will be provided to all staff prior to return to work. Training will be provided to staff through an online learning system, competency will be measured by an online test completed in SafeSchools, which is a platform utilized at Charter Arts for employee training and tracking purposes.</p> <p>Employees will acknowledge and be required to understand and agree to the details of this plan on the COVID Administrative Procedures for Employees to Return to Work letter/form.</p>	Symptom Screening Check List
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>When students or staff are in the building, they should immediately go to the nurse's office if feeling symptomatic. Employees and students will be sent home immediately.</p> <p>We will utilize this SCREENING AND EXPOSURE PROTOCOL</p>	Screening and Exposure Protocol

Returning isolated or quarantine staff, students, or visitors to school	Staff, students, or school visitors to school based on this SCREENING AND EXPOSURE PROTOCOL	Screening and Exposure Protocol
Notifying staff, families, and the public of school closures and within-school year changes in safety protocols	Should Charter Arts need to close or alert students and families of closures or changes in our plan, we will utilize our alert call system in PowerSchool.	Various Communications as needed (website, alert call system, eblast)

Other Considerations for Students & Staff

The below information will further outline the local procedures for face coverings for students and staff. All students and staff will be provided with one mask and one face shield. They will be responsible for the washing and sanitizing of these items. Charter Arts will have disposable masks for students and employees that forget these items at home. Students and staff members will be encouraged to wear both items of PPE when all community members are back in the school together. Should there be a concern about health and safety at any time, students or employees may contact MaryJo Rosania-Harvie, Co-Principal and School Safety & Security Coordinator, or Carise Comstock, Superintendent.

If any member of the community feels they cannot speak to one of their trusted adults or supervisors at Charter Arts directly and need to anonymously report a COVID related safety concern, they should utilize the Safe2Say portal and clarify their specific concerns to make school administration aware. Please refer to the [Safe2Say process](#) as this is an anonymous safety reporting system used in the state of Pennsylvania.

When in Plan B or C, Charter Arts will work with our substitute service to coordinate building substitutes who are assigned to Charter Arts only to help reduce community spread as they will not be traveling to multiple schools in the Lehigh Valley. Should additional sub coverage be needed above and beyond the building substitutes, Charter Arts may need to provide internal coverage or revert back to Plan A given the scope of the substitutes needed, especially in the event that substitutes may be a challenge to obtain given the circumstances.

Charter Arts will utilize instructional and non-instructional staff to ensure learning opportunities through remote and in-person experiences as needed. Students will be able to email their teachers, school counselors, case managers, and other support personnel as needed to schedule Google Meet/Zoom appointments or drop into an employee's virtual office hours each week. Further, Charter Arts will schedule grade-level assemblies and artistic community meetings, etc. If a student or family member ever needs assistance, they should contact their child's teachers and may also contact a school counselor, case manager, the nurse, or school administrator.

Requirements	Action Steps Lead Individual and Position: Dr. Carise Comstock, Superintendent & CEO MaryJo Rosania-Harvie & Lauren Sheldon, Co-Principals Crystal Swartz, CSN St. Luke's PD required: Yes	Materials, Resources, and or Supports Needed
Protecting students and staff	In Plan A, teachers will have the option to come to the school building to work and utilize their classroom, technology, etc. When in the building, teachers will be	Masks Shields

<p>at higher risk for severe illness</p>	<p>required to use hand sanitizer upon entering, wear a mask unless in a private office or classroom, and practice physical distancing.</p> <p>Students and staff will be issued a mask and a face shield this school year with their other beginning of year textbooks, supplies, etc. Students and employees will be required to wear masks while in the building and will be encouraged to use both the mask and face shield for double barrier protection.</p> <p>All individuals must practice physical distancing when in the building and follow the recommendations set forth by the CDC and DOH.</p> <p>Internal protocol for School Nurse</p> <ul style="list-style-type: none"> • Appointments for medications, insulin, toileting <ul style="list-style-type: none"> o School Nurse manages Health Suite calendar and uses SWIPE system to issue day of appointments at specific time(s) • Emergencies <ul style="list-style-type: none"> o If immediately life threatening, (1) call 911 (2)Teacher notifies School Nurse by phone call/walkie talkie o Urgent, but not life-threatening, <ul style="list-style-type: none"> (1) Student notifies teacher (2)Teacher calls Health Suite (3)Nurse dictates if student will be picked up or to report to Health Suite <p>As a regional school with students from multiple counties in PA, Charter Arts will need to take county closures into consideration in the event that the state again utilizes the red/yellow/green phased approach. For example, if Northampton county (where Charter Arts is located) is in the yellow or green phase, but another county is in the red phase, students from the county which has been identified as red will participate remotely even if the school is in Plan B to mitigate community spread within our Charter Arts community.</p> <p>Should a student/family want a fully remote learning experience during Plan B, Charter Arts will work with the families to ensure access to both synchronous and asynchronous learning opportunities to the best of our ability.</p> <p>Students who have a medical diagnosis that would warrant a mask exemption will need to speak with the Charter Arts school nurse and provide medical documentation to that effect as part of their 504/IEP. Employees who need to discuss a potential ADA medical accommodation once in-person instruction is required should request and schedule a meeting with the Supt/CEO to begin the ADA interactive process.</p>	<p>Reintegration Plan</p> <p>CHC and DOH Recommendations</p>
<p>Use of face coverings (masks or face shields) by all staff</p>	<p>Masks/Face coverings will be required in all interior areas of the school except private offices/classrooms. Signs will be posted and students and staff must adhere to these guidelines, as per the PA DOE Guidance.</p> <p>When masks cannot be worn due to the nature of the course content (vocal music, acting, etc.) face shields must be used in order to protect the occupants in the room .</p> <p>If staff/students do not have their own mask, or they have left it at home, disposable masks will be made available to them upon entrance to the school.</p> <p>Masks/Shields will be provided and students/employees are responsible for keeping these items cleaned and sanitized.</p>	<p>PA DOE Guidance</p> <p>Masks Shields</p> <p>Reintegration Plan</p> <p>CHC and DOH Recommendations</p>

PPE Obtained by Charter Arts

700 back to school kits containing a mask, personal bottle of hand sanitizer and a instruction card for students

125 custom Charter Arts masks for staff

2000 disposable masks

864 Plexi face shields for student and staff

100 spray bottles & nozzles for classrooms and office spaces

12 additional wall mounted hand sanitizer dispensers (most rooms/offices already have mounted hand sanitizer dispensers)

2 Victory backpack electrostatic sprayers

8 portable hands free sanitizer dispenser and stands

Plexiglass panels for hanging protective barriers

Remote Learning Schedule

	Monday Cycle Day 1	Tuesday Cycle Day 2	Wednesday	Thursday Cycle Day 3	Friday Cycle Day 4
Period 1 7:40 - 8:33am	Plan A: Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration) Plan A requires all students to participate in their core, artistic, and elective classes synchronously and asynchronously from home remotely per their daily school schedule. Teachers will take attendance each instructional period of the school day (except for study hall periods) whether via Zoom or Google Meet. On Wednesdays and during student study halls, students will work independently at home on their coursework and will self-report their attendance. Students are expected to attend class daily and meet the high expectations for student participation and engagement just as they normally would in-person. (PLAN B with 50% capacity by county/region and district of residence^) (PLAN C at 100% Capacity)		Flexible Instructional Day Plan A: School Day 7:40am - 1:40pm Asynchronous Learning for all students Teacher Prep & Planning Time 7:30-10:00 Universal Office Hours 10:00 - 12:00 Teacher Professional Development 1:00 - 3:05 (DEEP CLEANING during Plans B&C)	Plan A: Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration) Plan A requires all students to participate in their core, artistic, and elective classes synchronously and asynchronously from home remotely per their daily school schedule. Teachers will take attendance each instructional period of the school day (except for study hall periods) whether via Zoom or Google Meet. On Wednesdays and during student study halls, students will work independently at home on their coursework and will self-report their attendance. Students are expected to attend class daily and meet the high expectations for student participation and engagement just as they normally would in-person. (PLAN B with 50% capacity by county/region and district of residence) (PLAN C at 100% Capacity)	
Period 2 8:36 - 9:28am					
Period 3 9:31 - 10:23am					
Period 4 10:26 - 10:51am					
Period 5 10:54 - 11:19am					
Period 6 11:22 - 11:47am					
Period 7 11:50 - 12:15pm					
Period 8 12:18 - 1:10pm					
Period 9 1:13 - 2:05pm					
Period 10 2:08 - 3:00pm					

^Plan B Groupings by school district of residence are shared below and are subject to change; transportation will be coordinated with sending districts that provide bussing to Charter Arts. In Plan B, students will report to school based on school district of residence according to the chart below.

Additional scheduling notes:

- [Charter Arts School Calendar](#) has been updated to reflect changes needed to accommodate this Health and Safety Plan
- For participation in the optional in-person experiences during Plan A remote learning, students will need to coordinate their own transportation to and from Charter Arts.
- Charter Arts will work with sending school districts that provide transportation to our school if special education services require in-person learning opportunities during Plan A.

^Plan B Grouping by District of Residence

Monday/Tuesday	Thursday/Friday
Abington	Bangor Area
Allentown City	Bethlehem Area School District
Centennial	Boyertown Area
Central Bucks	Catasauqua Area
Cheltenham Township	Cocalico
Daniel Boone	East Stroudsburg Area
East Penn	Easton Area
Hatboro-Horsham	Exeter Township
Nazareth Area	Fleetwood Area
New Hope-Solebury	Jim Thorpe Area
Northampton Area	Kutztown Area
Northern Lehigh	Leighton Area
Northwestern Lehigh	North Penn School District
Palisades	Palmerton Area
Pennridge	Panther Valley
Perkiomen Valley	Parkland
Quakertown Community	Pen Argyl Area
Salisbury Township	Pleasant Valley
Saucon Valley	Pocono Mountain
Souderton Area	Pottsville Area
Upper Perkiomen	Southern Lehigh
Whitehall-Coplay	Stroudsburg Area
Wilson Area	Tulpehocken Area
	Wilson

Health & Safety Plan Professional Development/Trainings

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Timeframe
Proper use of PPE: Masks & Shields	All stakeholders	Co-Principals	Video	Shields, Masks	August/Sept 2020
Physical Distancing/COVID Guidelines/ Hallway movement/seating in classrooms	Students & Staff	Co-Principals	Class Meetings/ Faculty Meeting/Video	Diagrams of hallways/slides/images	August/Sept 2020
Additional training as necessary	Students & Staff	TBD	TBD	TBD	TBD

Health & Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Family Survey - Remote Learning Survey	Families	Dr. Carise Comstock, Superintendent & CEO	Survey/Letter/Call	6.12.2020	6.17.2020
Employee Survey	Employees	Administration	Survey	7.6.2020	7.11.2020
Family Survey - Return to School Survey	Families	Superintendent & CEO	Survey/Letter/Call	7.20.2020	7.20.2020
Informational Letter to Families - with Return to School Survey	Families & Employees	Superintendent & CEO	Letter/Call	7.20.2020	7.24.2020
Back to school letter and expectations for school schedule	Families	Dr. Carise Comstock, Superintendent & CEO	Letter/Call	8.2020	8.2020
Mask & Shield Expectations for entering the building	Families & Employees	Administration	Letter	8.2020	8.2020
Additional family and employees surveys and communications as necessary throughout the year to gather feedback and address concerns	Families & Employees	Administration	Survey	Through the year	

References

[COVID-19 and Arts Education. Best Practices and Solutions for supporting PA's K-12 Schools Phased Reopening - Preliminary Guidance](#)

[PA Arts in Education Report](#)

[Educational Theatre Association - Recommendations for Reopening School Theatre Programs](#)

[PA Department of Education - Face Coverings Order](#)

[St. Lukes Health & Wellness Reopening Guidelines for Schools](#) in consultation with Rajika E. Reed, Ph.D., MPH, M.Ed.
Senior Network Director of Epidemiology & Strategy, Community Health & Preventive Medicine, St. Luke's University Health Network

Other reference links are included throughout the document and additional references may be added and consulted as new guidance, regulations, and information becomes available during the course of the 20-21 school year.

Health and Safety Plan Summary:

Lehigh Valley Charter High School for the Arts (Charter Arts)

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, & 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)	<p>Charter Arts contracted with CSI for cleaning services effective July 1, 2020. Additionally, the school purchased two electrostatic spray fogger/ wands to disinfect our building once per week (and more routinely if necessary) and spray bottles with disinfectant to be used in each classroom in between periods should in-person classes resume mid-year. CSI will disinfect thoroughly using cleaners that meet CDC guidance and as outlined in this plan. Additionally, throughout the year, CSI will be vacuuming, wet and dry mopping floors, and disinfecting high touch areas daily to ensure a clean environment. In Plans A, B, and C, CSI employees will sign off that they have serviced the room/area once they have done so.</p> <p>Anyone entering the building will be required to utilize hand sanitizer upon entry and will frequently wash their hands or sanitize at the various stations throughout the building. Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH.</p> <p>Air filters are changed three times per year per our regular building maintenance schedule, and our current system currently meets ASHRAE standards. During August 2020, the air filters in the building have been upgraded to MERV 10 filters from our previous MERV 8 filters.</p> <p>Signage will be posted throughout the building reminding students and employees of good hygiene and proper handwashing expectations and practices, and non-essential visitors will not be permitted into the building.</p>

Social Distancing & 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	<p>In our remote learning environment, students will only enter our building as needed and as scheduled by an employee and approved by school administration in advance. If students come to campus for any reason, they will access a space indoors or outdoors (pocket park, rooftop deck, the greenway) which provides adequate space to complete their instruction/engagement in a safe and socially distanced way (maintaining 6ft).</p> <p>While in the building, students will be supervised and will be required to maintain proper physical distancing requirements and mask protocols as required in Pennsylvania. To that end, Charter Arts purchased one mask and one face shield for each student and employee, which they will receive at the beginning of the school year. When interacting on campus, students and employees</p>

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](#) for recess and physical education classes

will be required to wear the mask but will be encouraged to wear both the mask and face shield as a double layer of protection to keep our community safe. Signage will be posted in the building to remind students and staff of room occupancy requirements, masking, and physical distancing requirements.

For students and employees, Charter Arts installed hand sanitizing stations in classrooms and offices and freestanding hand sanitizing dispensers in the vestibules, Commons Cafe, and other common areas. Additionally, at the beginning of the year, students will receive a personal small bottle of hand sanitizer with a placard outlining proper hand sanitizing expectations. In high traffic areas, such as the main office, guidance suite, and AP suite, plexiglass panels have been installed to create a barrier and maintain safety.

All updated expectations regarding coronavirus precautions for students will be outlined in the Student Handbook. This document will be live on our Charter Arts website in the event that we need to make updates mid year. If changes are made, Charter Arts administrators will communicate updates with families directly via our Alert Call system in PowerSchool.

When it is safe to resume instruction in-person at Charter Arts, students will be reintegrated back in phases. Charter Arts will give families at least two weeks notice prior to resuming in-person instruction.

Charter Arts Tiered Plans:

- **Plan A** - 100% of students are in universal, remote synchronous* & asynchronous** learning and will have limited optional in-person opportunities for social/emotional, community, academic, and artistic learning. For participation in the optional in-person experiences during Plan A remote learning, students will need to coordinate their own transportation to and from Charter Arts. Further, Charter Arts will work with sending school districts that provide transportation to our school if special education services require in-person learning opportunities. These experiences will be determined and coordinated by teachers and will be scheduled in collaboration with school administration and in meeting all CDC requirements. Space usage will be pre-approved by school administration and will be strictly monitored and enforced.
- **Plan B** - Students are reintegrated into a hybrid instructional design at 50% capacity for two days of in-person instruction and three days of remote learning. In-person cohorts will be determined by county/region and school district of residence to ensure the continuity of transportation for families. Charter Arts will work with sending school districts to coordinate transportation for all students who receive bussing, when it is time to enact this plan to ensure transportation.
- **Plan C** - All students and staff will return to school for 100% in-person instruction.

***Synchronous:** Teachers meet with students online for class at scheduled times and will take attendance at the beginning of each period. Teachers are also available for posted office hours or by appointment as necessary. Synchronous classes will include instructional lessons, the use of Google Meet or Zoom breakout rooms for student collaboration, times allocated for independent work, and group discussions. Artistic teachers will continue to work with students in a studio or tech setting, giving individual and group feedback and/or critique. Homework will be assigned at the discretion of the teacher.

****Asynchronous:** students work on pre-assigned material and/or engage in group collaborative projects via a remote setting or breakout room as necessary. Content may be delivered through readings or video, based on the nature of the course content. Teachers will be available for posted office hours or by appointment as necessary. In our Plan B model, students that choose to stay remote will be scheduled for individual check-ins with teachers during scheduled office hours as needed.

Charter Arts will utilize instructional and non-instructional staff to ensure learning opportunities through remote and in-person experiences as needed. Students will be able to email their

teachers, school counselors, case managers, and other support personnel as needed to schedule Google Meet/Zoom appointments or drop into an employee's virtual office hours each week. Further, Charter Arts will schedule grade-level assemblies and artistic community meetings, etc. If a student or family member ever needs assistance, they should contact their child's teachers and may also contact a school counselor, case manager, the nurse, or school administrator.

Any transition between Plans will be determined based on a multitude of factors and data and will be voted on by the School Board.

Monitoring Student & Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>Monitoring students and staff for symptoms and history of exposure</p> <p>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>Returning isolated or quarantined staff, students, or visitors to school</p>	<p>During Plan A, per PDE guidance, employees will be permitted to telework if their job description and job function permits. However, if an employee has a job in which they need to be in the building to complete their job, as determined by the Superintendent & CEO, the employee will be required to complete any elements of their job function in the building as necessary. Further, unless otherwise closed by the state of Pennsylvania, the building will be open for employees to utilize their work space as needed. During Plan B and C, all employees will be expected to be in the building to complete all job functions.</p> <p>Charter Arts will comply with all COVID-19 applicable statutes, regulations, and guidelines. COVID Safety Plan for High Risk Employees COVID Administrative Procedures for Employees to Return to Work COVID Paid Leave Administrative Regulations</p> <p>Prior to entering the Charter Arts building, employees, students, and visitors should utilize the daily self-screening/symptom screening tool before coming to Charter Arts and sanitize hands upon entrance. Temperature screening will not be required to enter the building. However, any student or employee that shows any COVID symptoms as outlined on the CDC website will be sent home immediately. If at any time a student is exhibiting symptoms while in school, they will be quarantined in the health room until a parent/guardian arrives to pick them up. Parents will be required to pick up their child within two hours of a call home, as we know some of our parents are coming a long distance, and students and employees that are sent home will not be allowed to re-enter the building without a doctor's note or negative COVID test, a copy of which must be provided to our school nurse.</p> <p>All COVID testing must be scheduled through the student's/employee's general physician, and results can take anywhere between 1 and 10 days to be processed. Upon confirmation of a positive COVID test, Charter Arts will alert our local health bureau and our school community. Per CDC guidance, Charter Arts will close off areas used by the person who is sick. Companies do not necessarily need to close operations, if they can close off affected areas. Charter Arts will wait 24 hours before cleaning or disinfecting the contaminated area. If 24 hours is not feasible, we will wait as long as possible. CSI will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls. Additionally, CSI will vacuum the space if needed using a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.</p>

Other Considerations for Students & Staff

Requirement(s)	Strategies, Policies and Procedures
Protecting students and staff at higher risk for severe illness	<p>The below information will further outline the local procedures for face coverings for students and staff. All students and staff will be provided with one mask and one face shield. They will be responsible for the washing and sanitizing of these items. Charter Arts will have disposable masks for students and employees that forget these items at home. Students and staff members will be encouraged to wear both items of PPE when all community members are back in the school together. Should there be a concern about health and safety at any time, students or employees may contact MaryJo Rosania-Harvie, Co-Principal and School Safety & Security Coordinator, or Carise Comstock, Superintendent.</p>
Use of face coverings (masks or face shields) by all staff	<p>If any member of the community feels they cannot speak to one of their trusted adults or supervisors at Charter Arts directly and need to anonymously report a COVID related safety concern, they should utilize the Safe2Say portal and clarify their specific concerns to make school administration aware. Please refer to the Safe2Say process as this is an anonymous safety reporting system used in the state of Pennsylvania.</p>
Use of face coverings (masks or face shields) by older students (as appropriate)	<p>When in Plan B or C, Charter Arts will work with our substitute service to coordinate building substitutes who are assigned to Charter Arts only to help reduce community spread as they will not be traveling to multiple schools in the Lehigh Valley. Should additional sub coverage be needed above and beyond the building substitutes, Charter Arts may need to provide internal coverage or revert back to Plan A given the scope of the substitutes needed, especially in the event that substitutes may be a challenge to obtain given the circumstances.</p> <p>Charter Arts will utilize instructional and non-instructional staff to ensure learning opportunities through remote and in-person experiences as needed. Students will be able to email their teachers, school counselors, case managers, and other support personnel as needed to schedule Google Meet/Zoom appointments or drop into an employee's virtual office hours each week. Further, Charter Arts will schedule grade-level assemblies and artistic community meetings, etc. If a student or family member ever needs assistance, they should contact their child's teachers and may also contact a school counselor, case manager, the nurse, or school administrator.</p>

Health & Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the **Lehigh Valley Charter High School for the Arts (Charter Arts)** reviewed and approved the Phased School Reopening Health and Safety Plan on

August 10, 2020

The plan was approved by a vote of:

____ Yes

____ No

Affirmed on:

August 10, 2020

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.



Emergency Instructional Time Template 520.1

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

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

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

a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days <i>Must meet minimum 180 days</i>
August 31, 2020	June 14, 2021	182

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

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

All students will receive a Chromebook to learn synchronously and asynchronously in order to complete course work from home during the 2020-2021 school year. Charter Arts teachers, counselors, case managers, and other support staff will schedule classes and meetings with students using Zoom or Google Meets to provide instruction, additional tutoring, etc.

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

- ☐ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- ☐ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- ☐ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990

hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)

- ☐ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☐ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☐ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☐ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☐ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: Lehigh Valley Charter High School for the Arts (Charter Arts)

Signature of Chief School Administrator:

Date: August 10, 2020

Signature of Governing Body President:

Date: August 10, 2020

Date Approved at Board Meeting: August 10, 2020

Appendix A attached

Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board minutes at which such schedule was approved to RA-EDContinuityofED@pa.gov.

Any questions can be submitted to RA-EDContinuityofED@pa.gov.

Appendix A: Sample Weekly Schedules

	Monday Cycle Day 1	Tuesday Cycle Day 2	Wednesday	Thursday Cycle Day 3	Friday Cycle Day 4
Period 1 7:40 - 8:33am	Plan A: Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration) Plan A requires all students to participate in their core, artistic, and elective classes synchronously and asynchronously from home remotely per their daily school schedule. Teachers will take attendance each instructional period of the school day (except for study hall periods) whether via Zoom or Google Meet. On Wednesdays and during student study halls, students will work independently at home on their coursework and will self-report their attendance. Students are expected to attend class daily and meet the high expectations for student participation and engagement just as they normally would in-person. (PLAN B with 50% capacity by county/region and district of residence^^) (PLAN C at 100% Capacity)		Flexible Instructional Day Plan A: School Day 7:40am - 1:40pm Asynchronous Learning for all students Teacher Prep & Planning Time 7:30-10:00 Universal Office Hours 10:00 - 12:00 Teacher Professional Development 1:00 - 3:05 (DEEP CLEANING during Plans B&C)	Plan A: Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration) Plan A requires all students to participate in their core, artistic, and elective classes synchronously and asynchronously from home remotely per their daily school schedule. Teachers will take attendance each instructional period of the school day (except for study hall periods) whether via Zoom or Google Meet. On Wednesdays and during student study halls, students will work independently at home on their coursework and will self-report their attendance. Students are expected to attend class daily and meet the high expectations for student participation and engagement just as they normally would in-person. (PLAN B with 50% capacity by county/region and district of residence^^) (PLAN C at 100% Capacity)	
Period 2 8:36 - 9:28am					
Period 3 9:31 - 10:23am					
Period 4 10:26 - 10:51am					
Period 5 10:54 - 11:19am					
Period 6 11:22 - 11:47am					
Period 7 11:50am - 12:15pm					
Period 8 12:18 - 1:10pm					
Period 9 1:13 - 2:05pm					
Period 10 2:08 - 3:00pm					

^Plan B Groupings by school district of residence are shared on page 15 of the Health and Safety Plan. Transportation will be coordinated with sending districts for students who receive bussing.

Additional scheduling notes:

- The [Charter Arts School Calendar](#) has been updated to reflect changes needed to accommodate this Health and Safety Plan
- For participation in the optional in-person experiences during Plan A remote learning, students will need to coordinate their own transportation to and from Charter Arts.
- Charter Arts will work with sending school districts that provide transportation to our school if special education services require in-person learning opportunities during Plan A.