

# CHARTER ARTS

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## 2020-2021 Phased Reopening Health & Safety Plan **UPDATED March/April 2021**

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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

### Updates:

- [PA DOH UPDATED GUIDANCE](#) - Charter Arts will adhere to and follow the most recent and up-to-date guidance released by the PA DOH.
- [Community Return to School Q&A](#) - This Q&A will be updated as a live document as questions arise.

- [Student Health Agreement](#) - This agreement will be provided to students and families before we resume in-person instruction.
- [COVID-19 Reporting Protocol](#) - Charter Arts will follow this COVID-19 Protocol for Mitigation, Reporting, & Follow Up. This protocol aligns with the [PDE/DOH COVID-19 Symptomatic K-12 Student and Staff Process Flowchart](#).

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 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).**

On March 25th, 2021, the Board of Directors voted to return students and staff to the building under the Plan B protocol, hybrid learning by district of residence. This plan will begin on April 19th for employees and May 3rd for students. We will continue to monitor the CDC and PA DOH guidance, in consultation with the Bethlehem Health Bureau and CIU20. If local and regional COVID-19 case counts continue to rise and/or guidance changes, we will continue to evaluate our plan to move to in person hybrid learning to ensure that we are making decisions that are in the best interest of our community. 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, while we were in Plan A, fully remote learning, students were required 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 remained the same as the 19-20 and the start of the 20-21 school year, with 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 in both Plans A and B. Teachers will take attendance each instructional period of the school day (except for study hall periods) whether via Google Meets. 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".

When moving to Plan B, hybrid learning in May 2021, students will continue to follow the schedule outlined above. Students in the first group (Group 1) who chose hybrid learning, will attend school in person on Monday and Tuesday, while Group 2 attends remotely. Wednesday will remain asynchronous for all students and staff, and Group 2 students who selected hybrid will attend on Thursday and Friday, while Group 1 attends remotely. This will continue until the end of May. All students in grades 9, 10, and 11, regardless of hybrid or remote learning selection, who are scheduled to take a Keystone Assessment, will come into the building the first week of June 2021 to take these assessments.

Plan A allows for limited **optional** in-person experiences until Plan B is enacted in May 2021, and on Wednesdays and after school after May 3rd. 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 and Plan B, hybrid learning, students will need to coordinate their own transportation to and from Charter Arts. **Students who chose remote learning will be permitted to come to the school for optional in-person experiences that occur on asynchronous Wednesdays or after school hours.** Students who come to the building must be accompanied and monitored by a staff member or members. 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.

## March 2020 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 Demyan	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 Covelie	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

## **MARCH 2021 - Return to School Committees**

Carise Comstock	Superintendent/CEO	Pandemic Coordinator
MaryJo Rosania-Harvie	Co-Principal	Return to School team leader
Lauren Sheldon	Co-Principal	Return to School team leader
Roobhenn Smith	Assistant Principal	Return to School hybrid learning support

Jennifer Levernier	Restorative Practices Coordinator	Return to School hybrid learning support
Brian Filchner	Director of Facilities	Return to School hybrid learning support
Crystal Swartz, CSN	Certified School Nurse	Return to School hybrid learning support/Safety Team
Jenna Demyan	Core Teacher - Mathematics	Return to School hybrid learning support
Robert Ippolito	Core/Artistic Teacher - Seminar & Production Arts	Return to School hybrid learning support
Brian Weldner	Core Teacher - Social Studies	Return to School hybrid learning support
Diane Wagner	Artistic Director - Theatre	Return to School hybrid learning support
MaryBeth Kemp	Core Teacher - Science	Return to School hybrid learning support
Rich Janowski	Core Teacher - Science	Return to School hybrid learning support
Cyndi Evans	Core Teacher - Mathematics	Return to School hybrid learning support
Nate Zamoski	Core Teacher - Mathematics	Return to School hybrid learning support
Kim Maniscalco	Artistic Director - Dance	Return to School hybrid learning support
Kelsey Kish	Artistic Teacher - Vocal Music	Return to School hybrid learning support
Aaron Patterson	Artistic Teacher - Instrumental Music	Return to School hybrid learning support
Magdalena Schutzler	Artistic Teacher - Production Arts	Return to School hybrid learning support
Virginie Gournet	Core Teacher - World Language	Return to School hybrid learning support/Safety Team
Roger Brinker	Artistic Teacher - Visual Arts	Return to School hybrid learning support
Anthony Parra	Core Teacher - Social Studies	Return to School hybrid learning support/Safety Team
Cheryl Schurz	Director of Finance	School Safety Team
Joe Boyle	Transportation Manager	School Safety Team - Return to School transportation coordination
Shawn DeVault	Paraeducator	Safety Team

## 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. **Teachers will spray each desk at the end of the period, and students will utilize the paper towels in the room to clean their own desks and chairs before leaving the**

room at the end of the period, to ensure a clean space for the next student who will utilize the desk. Disposable gloves will be available for cleaning desks if any student or teacher requests or needs to utilize them.

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 all Plans A, B, and C, CSI employees will sign off that they have serviced the room/area once they have done so. **CSI employees will use our disinfectant equipment daily.**

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

Air filters are changed three times per year per our regular building maintenance schedule, and our current system currently **exceeds ASHRAE standards.** During August 2020, the air filters in the building have been upgraded to MERV 11 filters from our previous MERV 8 filters.

Signage is posted throughout the building reminding students and employees of good hygiene and proper handwashing expectations and practices, and all visitors must **complete a self screener before coming to the building, they must wear a mask for their duration of time in the building, and practice physical distancing.** Some examples are provided below:



Requirements	Action Steps Lead Individual and Position: Brian Filchner, Director of Facilities PD Required: Yes	Materials, Resources, and or Supports Needed
<p><b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms,</b></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><b>Charter Arts purchased two electrostatic disinfectant sprayer backpack systems to be used every evening to sanitize the school building. Charter Arts also purchased a</b></p>	<p>Electrostatic Sprayer Cleaning/ Disinfectant Supplies Hand Sanitizer Stations No-Touch trash cans Signage for school building</p>

drinking fountains, hallways, and transportation)

**Halo disinfectant machine to utilize in larger spaces after performances, etc.**

Additionally, when students are in the building, classrooms and office high touch areas will be cleaned in between periods by teachers and students, spray bottles and paper towels will be provided, in addition to CSI cleanings and adhering to CDC guidelines to keep our building safe for our community.

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.

**CSI will ensure consistent cleaning during the day and evening. In Plan A, CSI will clean the following one time per shift if the room has been utilized as indicated by the orange hang tag. During Plan B & C, CSI employees will be cleaning during their shift each day as outlined in an internal clearing schedule and as needed.**

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 to ensure sanitation, including, but not limited to:
  - door knobs/handles/frames
  - hand railings
  - light switches
  - printer/copiers
  - Elevator buttons & doors
  - Refrigerator handles, microwave oven fronts\* (**\*microwaves will not be in use at this time**)
  - 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 as needed
  - disinfecting toilets, urinals, sinks, paper dispensers and partitions, door handles
  - **Bathroom soap dispensers**

**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

[Signage to be Posted](#)

CSI employee sign off sheets and hang cards

Room utilization report and Google Calendar

- 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.

All surfaces will be disinfected using the electrostatic disinfectant sprayer once per day.

**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. Our ventilation exceeds the ASHRAE standards.

**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). Larger trash cans have been ordered for all classrooms to handle additional trash throughout the day.

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.

CSI cleaners will participate in continual training as needed with Charter Arts Director of Facilities to ensure that these expectations are reviewed and implemented as outlined.

**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.

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 **groups** 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. **Should students choose to remain remote during Plan B, they will be offered the opportunity to synchronously access classes from home while classes are in session for students in person.**
- **Plan C** - All students and staff will return to school for 100% in-person instruction.

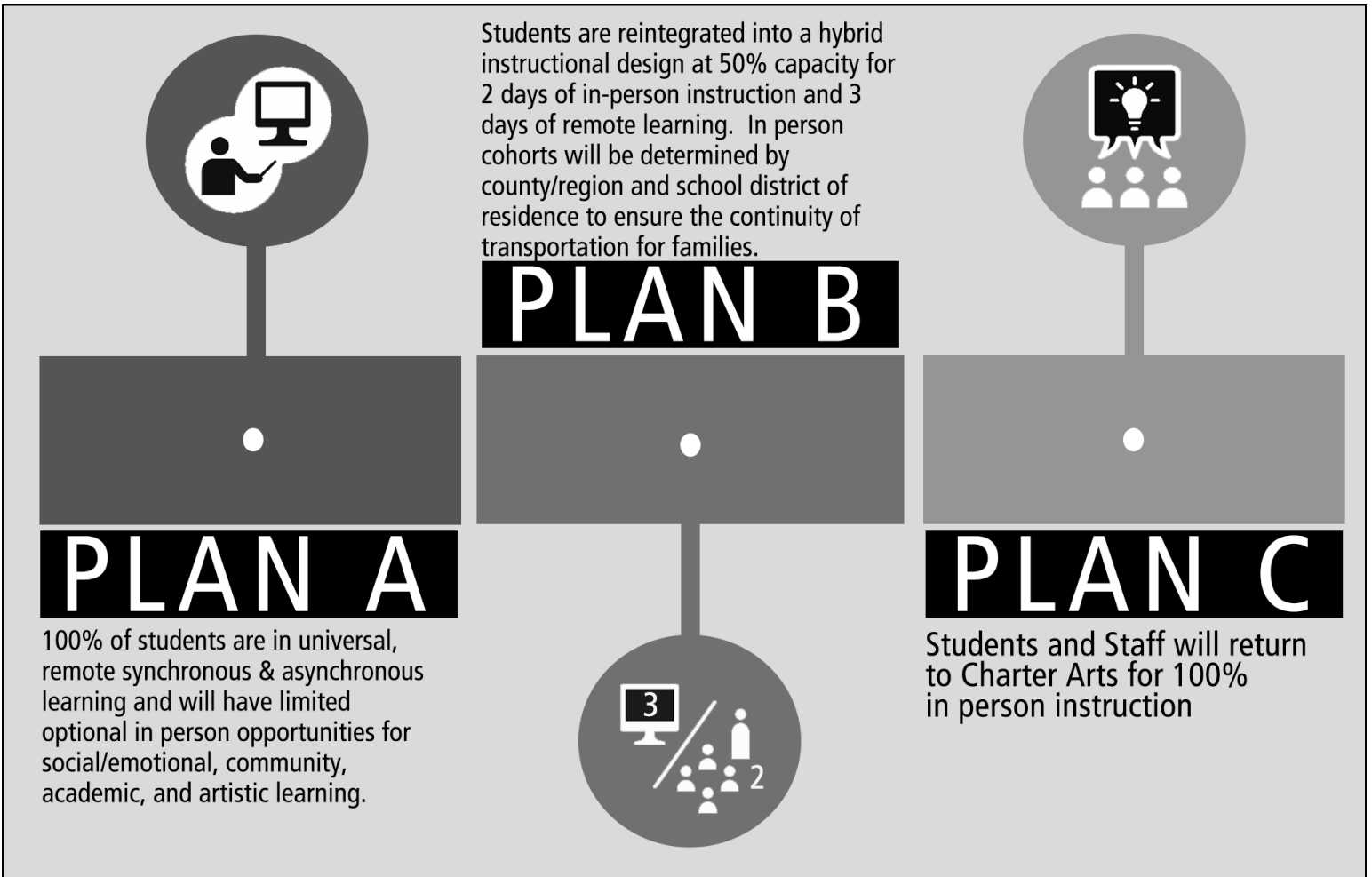
**\*Synchronous:** Teachers meet with students online for class at scheduled times and will take attendance at the beginning of each period. Teachers are also available for posted office hours or by appointment as necessary. Synchronous classes will include instructional lessons, the use of Google Meet breakout groups 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 offered 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 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>Use of alternate spaces, such as the theatre stage, outdoor or other larger spaces, whenever possible, for Vocal Music, Instrumental Music (brass &amp; woodwinds), and Dance to mitigate spread. These spaces will be sectioned into 10' spaces for</p>	Reintegration Plan

students. We also constructed plastic barrier partitions to mitigate the spread of droplet particles. Students may also be divided into smaller groups for specific activities such as singing and larger dance classes.

[Per the CDC Guidance updated on 3.19.2021:](#) “ In middle schools and high schools, students should be at least 3 feet apart in areas of low, moderate, or substantial community transmission. In areas of high community transmission, middle and high school students should be 6 feet apart if cohorting is not possible.” 1,2, 4-6

[Most Up-to-date PDE Guidance on School Reopening on 4.5.2021:](#)

“Maintain 6 feet of distance to the maximum extent feasible in all settings outside of the classroom and other instructional spaces including:

- Between adults in the school building (teachers and staff), and between adults and students. Several studies have found that transmission between staff is more common than transmission between students and staff, and among students, in schools.
- When masks can't be worn, such as when eating.
- During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise. Move these activities outdoors or to large, well-ventilated spaces.
- In common areas such as school lobbies and auditoriums.”

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

At this time there will be no Open Campus for the remainder of this school year.

During Plan B, the current schedule will be adjusted to allow for a Universal Lunch for all students at the start of 8th period. Students will eat in the classroom at 6' and will clean their space with cleaning supplies in the classroom. Students will only be permitted to remove masks to eat, and will put them back on when finished to minimize unmasked time in the building.

Charter Arts will require student hand washing/sanitation before and after meals and will provide hand sanitizer stations in the Cafeteria and classroom areas.

If at any time we do use the Commons Cafeteria for lunches, and lunch purchasing resumes, we will mark spaced lines to enter the cafeteria and pick-up lines (to the extent practicable); designate entrances and exit flow paths; and stagger use. Alternately, we will work with our food service to provide bagged lunches to students that can be eaten in the classroom.

Conduct cleaning of cafeterias and high-touch surfaces

Heathland Hospitality Group will offer online lunch ordering and touchless pick-up of food for students and employees in Plan B or C.

When meals are served in the Cafeteria, we will have:

- 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

Food Service Plan  
Additional monitoring  
needed

	<p>In Plans B &amp; C, when students return to in person or hybrid learning, we will plan staggered end of school day dismissal times by floor to reduce the traffic in the hallways and stairwells.</p> <p>Directional markings will be installed in hallways and stairways to organize the flow of traffic and clarify that all movement should “stay to the right.”</p>	
<p><b>Hygiene practices for students and staff including the manner and frequency of Hand-washing and other best practices</b></p>	<p>Each student was provided with a reusable cloth mask, face shield, hand sanitizer, and proper hygiene card at the start of the school year when they picked up their school supplies. We have extra disposable masks available for those who need them.</p> <p>Face covering procedures and protocols will be reviewed with each student and sent home to parents/guardians.</p> <p>Face covering protocols are included in the 20-21 Student and Employee Handbooks . Students and employees will be asked to comply with <a href="#">COVID-19 safety guidelines set forth by the CDC and the State of Pennsylvania</a>.</p> <p><a href="#">Student Council created a video to make students aware of the mask protocols</a>. Student Council is also creating a hand hygiene video as well.</p> <p>Hand-washing and other best practices are posted in each restroom.</p> <p><a href="#">Signage</a> 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>
<p><b>Posting signs, in highly visible locations, that Promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Parents/Guardians, and any guests entering the building for any reason, including student pickup must wear a mask. Parents/guardians will present ID in the main office after using alcohol based hand sanitizer. Transaction will occur behind the plexiglass barrier for the safety of our Main Office Staff.</p> <p><b>Identifying and restricting non-essential visitors and volunteers</b></p> <p>Visitors will be permitted on an as needed basis following building access procedures upon entrance. Minimal movement around the facility is expected.</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 they are ill.</p> <p><a href="#">Daily symptom screening checklist</a></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 (if needed) will be provided to all staff, students, and visitors prior to entering the building.</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 floor to limit the movement in the hallways.</p>	<p>Main Office Visitor Protocols</p> <p><a href="#">Signage for building</a></p> <p>Arrival and dismissal procedures for transportation</p> <p>Transportation lists</p> <p><a href="#">Symptom Screening checklist</a></p>

**Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports**

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 dance studios. These groups will stay together and wear masks at all times. The floor in the dance studios will be marked in order to indicate 10 feet spacing, as recommended by the Pennsylvania Dance Educators Organization. (PDEO). Students will not use changing rooms, but rather come to school ready to dance.

Dance bags will remain with students at all times, and they will be responsible for their own extra masks and storage of used reusable masks. The studios will also be equipped with spray mops for quick clean up, but will be sanitized on a daily basis using the electrostatic sprayer or Halo system.

We have reviewed and followed the CDC Considerations for Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>  
For the remainder of the 20-21 school year, all performances and school events will be live streamed, pre-recorded, or held outdoors until further notice. For the 20-21 school year, we moved to a ticket platform that supports and hosts online performances.

We added a Digital Media Specialist to our team and have been creating various online performances. In Plan B, we anticipate one limited seating, in person performance to take place in our theatre in June 2021, pending PA DOH and CDC guidance. Strict occupancy limits will be followed.

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

[Considerations for Youth Sports](#)

Technology for live streaming performances and events

## 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 suite 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
<p><b>Monitoring students and staff for symptoms and history of exposure</b></p>	<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 <a href="#">this document</a>.</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. 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><b>In Plan B, staff and students who are experiencing symptoms of COVID-19 will be asked to stay home or, if they are in the building, to leave the building as soon as they are able. Our school nurse &amp; the Bethlehem Health Bureau will then perform contact tracing based on the CDC guidelines and definition of close-contact as prolonged exposure (&gt;15 mins) at 6' or less.</b></p> <p>Employees will acknowledge and be required to agree to the details of this plan on the <a href="#">COVID Administrative Procedures for Employees to Return to Work</a> letter/form.</p>	<p><a href="#">Symptom Screening Check List</a></p> <p>Safe Schools online training (provided by IU20)</p>
<p><b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<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. See above.</p> <p><b>We will utilize these tools to manage and follow up with individuals who show COVID symptoms or are close contacts</b>  <a href="#">COVID-19 REPORTING PROTOCOL</a>  <a href="#">SCREENING AND EXPOSURE PROTOCOL</a></p>	<p><a href="#">Screening and Exposure Protocol</a></p> <p><a href="#">COVID-19 REPORTING PROTOCOL</a></p>
<p><b>Returning isolated or quarantine staff, students, or visitors to school</b></p>	<p>Staff, students, or school visitors to school based on this <a href="#">SCREENING AND EXPOSURE PROTOCOL</a></p> <p><b><a href="#">COVID-19 REPORTING PROTOCOL</a></b></p>	<p><a href="#">Screening and Exposure Protocol</a></p> <p><a href="#">COVID-19 REPORTING PROTOCOL</a></p>
<p><b>Notifying staff, families, and the public of school</b></p>	<p>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.</p>	<p>Various Communications as</p>

<p>closures and within-school year changes in safety protocols</p>	<p><a href="#">PDE/DOH Symptomatic K-12 Process Flow Chart</a></p> <p>Charter Arts will follow the PA DOH Recommendations for Medium (500-900 students) organizations - <a href="#">Pre-K to 12 School Buildings Following Identification of a Case(s) of COVID-19.</a></p> <p>Charter Arts will follow the above guidelines and therefore may need to move back to Plan A if cases in the school meet the threshold outlined in the above linked document.</p>	<p>needed (website, alert call system, eblast)</p>
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## 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 have been 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 need them. 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 only assigned to Charter Arts 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 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	<b>Action Steps</b> <b>Lead Individual and Position:</b> <b>Dr. Carise Comstock, Superintendent &amp; CEO</b> <b>MaryJo Rosania-Harvie &amp; Lauren Sheldon, Co-Principals</b> <b>Crystal Swartz, CSN St. Luke's</b> <b>PD required: Yes</b>	<b>Materials, Resources, and or Supports Needed</b>
<b>Protecting students and staff at higher risk for severe illness</b>	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 required to use hand sanitizer upon entering, wear a mask unless in a private office or classroom, and practice physical distancing.	Masks/cloth face coverings  Shields

In Plan B teachers will transition back to the building starting April 6 with all employees back in the building on April 19th, 2021. Hybrid students will return to school on May 3, 2021.

Students and staff were 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 cloth face coverings while in the building and will be encouraged to use both a two-ply mask and a face shield for double barrier protection.

All individuals must practice physical distancing when in the building and follow the recommendations set forth by the CDC and DOH. Charter Arts will always follow the latest guidance set forth by the PDE and DOH as it is updated regularly.

#### Internal protocol for School Nurse

- Appointments for medications, insulin, toileting
  - o School Nurse manages Health Suite calendar and uses SWIPE system to issue day of appointments at specific time(s)
- Emergencies
  - o If immediately life threatening, (1) call 911  
(2)Teacher notifies School Nurse by phone call/walkie talkie
  - o Urgent, but not life-threatening,
    - (1) Student notifies teacher
    - (2)Teacher calls Health Suite
    - (3)Nurse dictates if student will be picked up or to report to Health Suite

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.

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.

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. From PA DOH, "Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. All alternatives to wearing a face covering, including use of a face shield, should be exhausted before an individual is granted an exception to wearing a face covering." (March, 2021)

Employees who need to discuss a potential ADA medical accommodation once in-person instruction is required should request and schedule a meeting with the Superintendent/CEO to begin the ADA interactive process.



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

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](#).

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.

Masks/Shields will be provided and students/employees are responsible for keeping these items cleaned and sanitized.

**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

1 Halo Disinfection system

Plexiglass panels for hanging protective barriers

Paper Towel dispensers

Disposable gloves

Spray mops for Dance & Theatre spaces

Window masks for some artistic areas

[PA DOE Guidance](#)

Masks  
Shields

Reintegration Plan

CHC and DOH  
Recommendations

## Remote Learning Schedule

	Monday Cycle Day 1	Tuesday Cycle Day 2	Wednesday	Thursday Cycle Day 3	Friday Cycle Day 4
<b>ADVISORY*</b> <b>7:40 - 7:47am</b>	<b>Plan A:</b> Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration)		<b>Flexible Instructional Day</b>	<b>Plan A:</b> Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration)	
PERIOD 1 7:47 - 8:34am			<b>Plan A:</b> School Day 7:40am - 1:40pm		
PERIOD 2 8:37 - 9:24am	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 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.		Asynchronous Learning for all students	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 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.	
PERIOD 3 9:27 - 10:14am			Teacher Prep & Planning Time 7:30-10:00		
PERIOD 4 10:17 - 10:42am			Universal Office Hours 10:00 - 12:00		
PERIOD 5 10:45 - 11:10am			Teacher Professional Development 1:00 - 3:05		
PERIOD 6 11:13 - 11:38am	(PLAN B with 50% capacity by county/region and district of residence^)		(Sanitation and disinfecting will occur during all plans.)	(PLAN B with 50% capacity by county/region and district of residence)	
PERIOD 7 11:41 - 12:06pm	Students in Group 1 who have chosen HYBRID learning will attend school in person on Monday and Tuesday. Students in Group 2 will attend remotely via Google Meet.			Students in Group 2 who have chosen HYBRID learning will attend school in person on Thursday and Friday. Students in Group 2 will attend remotely via Google Meet.	
<b>Universal LUNCH</b> <b>12:09 - 12:26pm</b>	Students who opted to remain in REMOTE learning will attend as described in Plan A.			Students who opted to remain in REMOTE learning will attend as described in Plan A.	
PERIOD 8 12:26 - 1:13pm	(PLAN C at 100% Capacity)			(PLAN C at 100% Capacity)	
PERIOD 9 1:16 - 2:03pm					
PERIOD 10 2:06 - 2:53pm	The facility will be cleaned & sanitized daily.			The facility will be cleaned & sanitized daily.	

^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.
- During Plan B, hybrid learning, transportation will be provided for districts that provide bussing.

### ^Plan B Grouping by District of Residence (updated 4.2021)

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

## 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
COVID-19 Return to School SafeSchools training	All Staff	CIU20 created, implemented in SafeSchools, Co-Principals lead	Online	None needed	REQUIRED FOR ALL STAFF March 12-April 19, 2021
In person mitigation & cleaning strategies	All Students & Staff	Administration	In person/video	None needed	By April 19, 2021

## 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	<a href="#">Letter/Call</a>	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	Families & Employees	Administration	Survey	Through the year	3.2020 - 3.2021

gather feedback and address concerns					
Commitment Survey for families to choose Remote or Hybrid Learning	Families	Administration	Survey & Letter	3.2021 (3 communications, phone calls home families, letter sent to homes)	3.2021
Update to Health and Safety Plan for community	Employees & Families	Administration	Letter	4.2021	4.2021
<b>Communications will continue as needed to share updated information as it becomes available</b>					

## 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 PDE, DOH, and CDC guidance, regulations, and information becomes available during the course of the 20-21 school year.

[Operational Strategy for K-12 Schools through Phased Prevention](#)

[Public Health Guidance for School Communities - Phased Reopening of Pre-K to 12 Schools During COVID-19](#)

# Health and Safety Plan Summary:

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

Anticipated Launch Date: **AUGUST 31, 2020** (UPDATED 4.2021)

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
<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 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. Teachers will spray each desk at the end of the period, and students will utilize the paper towels in the room to clean their own desks and chairs before leaving the room at the end of the period, to ensure a clean space for the next student who will utilize the desk. Disposable gloves will be available for cleaning desks if any student or teacher requests or needs to utilize them.</p> <p>CSI will disinfect thoroughly using cleaners that meet <a href="#">CDC guidance</a> 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 all Plans A, B, and C, CSI employees will sign off that they have serviced the room/area once they have done so. CSI employees will use our disinfectant equipment daily.</p> <p>Anyone entering the building will be required to utilize hand sanitizer upon entry and will frequently wash or sanitize their hands at the various stations throughout the building. Staff and Students are expected to adhere to good hand hygiene practices set forth by CDC and DOH. These expectations will be enforced on a daily basis.</p> <p>Air filters are changed three times per year per our regular building maintenance schedule, and our current system currently exceeds ASHRAE standards. During August 2020, the air filters in the building have been upgraded to MERV 11 filters from our previous MERV 8 filters.</p> <p>Signage is posted throughout the building reminding students and employees of good hygiene and proper handwashing expectations and practices, and all visitors must complete a self screener before coming to the building, they must wear a mask for their duration of time in the building, and practice physical distancing.</p>

### Social Distancing & Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<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.</p>
<p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</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 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.</p>
<p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>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.</p>
<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>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.</p>
<p>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</p>	<p>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.</p> <p><b>Charter Arts Tiered Plans:</b></p> <ul style="list-style-type: none"> <li>● <b>Plan A</b> - 100% of students are in universal, remote synchronous* &amp; 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.</li> <li>● <b>Plan B</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 groups 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. Should students choose to remain remote during Plan B, they will be offered the opportunity to synchronously access classes from home while classes are in session for students in person.</li> <li>● <b>Plan C</b> - All students and staff will return to school for 100% in-person instruction.</li> </ul>
	<p>*<b>Synchronous:</b> 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</p>

by appointment as necessary. Synchronous classes will include instructional lessons, the use of Google Meet breakout groups 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 offered 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 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 &amp; 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.  <a href="#">COVID Safety Plan for High Risk Employees</a>  <a href="#">COVID Administrative Procedures for Employees to Return to Work</a>  <a href="#">COVID Paid Leave Administrative Regulations</a></p> <p>Prior to entering the Charter Arts building, employees, students, and visitors should utilize the daily <a href="#">self-screening/symptom screening tool</a> 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 suite 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. <a href="#">Per CDC guidance</a>, Charter Arts will close off areas used by the person who is sick. Companies do</p>



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.

## Other Considerations for Students & Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>Protecting students and staff at higher risk for severe illness</b></p> <p><b>Use of face coverings (masks or face shields) by all staff</b></p> <p><b>Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>The below information will further outline the local procedures for face coverings for students and staff. All students and staff have been 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 need them. 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 &amp; Security Coordinator, or Carise Comstock, Superintendent.</p> <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 <a href="#">Safe2Say process</a> as this is an anonymous safety reporting system used in the state of Pennsylvania.</p> <p>When in Plan B or C, Charter Arts will work with our substitute service to coordinate building substitutes who are only assigned to Charter Arts 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 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:

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*(Signature\* of Board President)*

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*(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 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](mailto:RA-EDContinuityofED@pa.gov).*

*Any questions can be submitted to [RA-EDContinuityofED@pa.gov](mailto:RA-EDContinuityofED@pa.gov).*

## Appendix A: Sample Weekly Schedules

	<b>Monday Cycle Day 1</b>	<b>Tuesday Cycle Day 2</b>	<b>Wednesday</b>	<b>Thursday Cycle Day 3</b>	<b>Friday Cycle Day 4</b>
<b>ADVISORY*</b> <b>7:40 - 7:47am</b>	<b>Plan A:</b> Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration)	<b>Plan A:</b> Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration)	<b>Flexible Instructional Day</b>	<b>Plan A:</b> Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration)	<b>Plan A:</b> Universal synchronous remote instruction for all students with optional in-person elements (pre-scheduled and approved by teachers and Charter Arts administration)
PERIOD 1 7:47 - 8:34am	<p>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 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.</p> <p>(PLAN B with 50% capacity by county/region and district of residence^)</p> <p>Students in Group 1 who have chosen HYBRID learning will attend school in person on Monday and Tuesday. Students in Group 2 will attend remotely via Google Meet.</p> <p>Students who opted to remain in REMOTE learning will attend as described in Plan A.</p> <p>(PLAN C at 100% Capacity)</p> <p>The facility will be cleaned &amp; sanitized daily.</p>	<p>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 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.</p> <p>(PLAN B with 50% capacity by county/region and district of residence)</p> <p>Students in Group 2 who have chosen HYBRID learning will attend school in person on Thursday and Friday. Students in Group 2 will attend remotely via Google Meet.</p> <p>Students who opted to remain in REMOTE learning will attend as described in Plan A.</p> <p>(PLAN C at 100% Capacity)</p>	<p><b>Plan A:</b> School Day 7:40am - 1:40pm</p> <p>Asynchronous Learning for all students</p> <p>Teacher Prep &amp; Planning Time 7:30-10:00</p> <p>Universal Office Hours 10:00 - 12:00</p> <p>Teacher Professional Development 1:00 - 3:05</p> <p>(Additional DEEP CLEANING during all plans.)</p>	<p>Asynchronous Learning for all students</p> <p>Teacher Prep &amp; Planning Time 7:30-10:00</p> <p>Universal Office Hours 10:00 - 12:00</p> <p>Teacher Professional Development 1:00 - 3:05</p> <p>(Additional DEEP CLEANING during all plans.)</p>	<p>Asynchronous Learning for all students</p> <p>Teacher Prep &amp; Planning Time 7:30-10:00</p> <p>Universal Office Hours 10:00 - 12:00</p> <p>Teacher Professional Development 1:00 - 3:05</p> <p>(Additional DEEP CLEANING during all plans.)</p>
PERIOD 2 8:37 - 9:24am					
PERIOD 3 9:27 - 10:14am					
PERIOD 4 10:17 - 10:42am					
PERIOD 5 10:45 - 11:10am					
PERIOD 6 11:13 - 11:38am					
PERIOD 7 11:41 - 12:06pm					
<b>Universal LUNCH</b> <b>12:09 - 12:26pm</b>					
PERIOD 8 12:26 - 1:13pm					
PERIOD 9 1:16 - 2:03pm					
PERIOD 10 2:06 - 2:53pm					

^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.