



FAIRWOLD
ACADEMY at PHMC

Phased School Reopening Health and Safety Plan





Phased School Reopening Health and Safety Plan



Fairwold Academy at PHMC **Approved Private School, Private Academic School** *Fort Washington, Pennsylvania*

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions.

The Fairwold Academy Health and Safety Plan will focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of our school facilities. The Fairwold Health and Safety Plan has been approved by its governing body and posted on the Fairwold Academy's publicly available website prior to the reopening of school.

Fairwold Academy will continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions will be reviewed and approved by the governing body prior to posting on Fairwold Academy's public website.

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

Health and Safety Plan: Fairwold Academy at PHMC

Fairwold Academy is an Approved Private Academic School (APS) that provides special education and services for students needing full time emotional support and diagnosed with Emotional Disturbance (ED), Autism (ASD), or Intellectual Disabilities (ID). Fairwold Academy, part of Public Health Management Corporation (PHMC), provides evidenced-based academic and behavioral programming to prepare students for the future and integrates a Pennsylvania state standard-based curriculum, comparable to community schools. Students receive clinical interventions to help them manage a wide range of emotional, behavioral, and intellectual challenges. We use a data-driven approach to develop and facilitate individualized programming. Fairwold Academy serves over 50 different school districts across 7 counties. The School campus has four buildings: 1) K-12 for students needing full time emotional support (The Academy); 2) K-12 for students needing autistic support (SPIRIT); 3) a vocational building; and 4) a gymnasium.

This Health and Safety Plan has been created to support multiple scenarios throughout the course of the school year. This is a fluid document, based on local, state, and federal guidelines that will continue to develop over time. This document contains supplemental information from the Pennsylvania Department of Health (DOH), the Center for Disease Control (CDC), the Pennsylvania Department of Education (PDE), American Academy of Pediatrics (AAP), parent survey results, medical professional review, staff feedback, and Stakeholder group meetings, edits, and revisions.

Fairwold Academy's Health and Safety Plan was developed via collaboration between multiple stakeholders as well as through consultation with medical experts that understand both COVID-19 as well as implications for students with moderate to severe autism.



Purpose

The intent of this Health and Safety Plan is to serve as Fairwold Academy guidelines for all reopening and continuing instructional activities. The purpose of this plan is to achieve the following goals:

- ❁ Increase the likelihood of a healthy and safe learning and work environment while minimizing disruptions to instruction
- ❁ Enhance Fairwold Academy's ability to quickly respond to changing community health needs with a variety of learning modalities and plans
- ❁ Continue to provide evidence-based instructional practices while simultaneously following Department of Health and Center for Disease Control recommendations and guidelines
- ❁ Further define decision making and communication plans to support responses throughout the pandemic
- ❁ Create and maintain a learning environment that supports to the best of our ability the intent of Department of Health and Center for Disease Control guidelines
- ❁ Define initial and ongoing training and professional development for staff to ensure the safest environment possible
- ❁ Creation of a fluid plan that not only defines variables necessary for an initial reopen, but continual staff, student/parent, and environmental practices to increase the likelihood of our ability to remain open



Plan Constraints

1. The virus may change in intensity and spread at varying degrees throughout the course of the next school year. Our plan will need to be flexible and respond to those changing realities with the pandemic.
2. Testing and possible vaccine conditions may change throughout the year again requiring adjustments in our approach
3. Our students require close instruction, support with personal care, have disabilities that impact their ability to adhere to social distancing guidelines, decreased ability to persist with wearing personal protective equipment, or have full independence with hygiene care. Additionally, our students at times engage in significant behaviors of concern that may increase the likelihood of physical contact with others and/or require intensive behavioral interventions.
4. Our staff will be in close contact with students to support instruction and self-care (toileting, dressing, feeding, cleaning, safety, etc.) which does not allow for adherence of 6 feet between the staff and student for many components of programs and instruction
5. Our students are in a high-risk category due to their autism as well as other comorbid medical conditions.
6. Our school is a nonprofit private school and does not have access to taxpayer funding, large reserve funds, public school grants, etc. We are committed to following all recommendations and guidelines from the CDC to maintain as safe a public environment as possible.
7. The procurement of personal protective equipment and/or appropriate cleaning materials will be mitigated to every extent possible.
8. Our school serves students from 7 different counties which complicates concerns related to contact tracing and monitoring of the level of community spread in student home counties. Conditions in neighboring counties will be monitored by the Crisis Response Team and will follow guidance from Local Education Agent's (LEA's), Pennsylvania Department of Education (PDE), and the Pennsylvania Department of Health (DoH) related to these logistical complications.

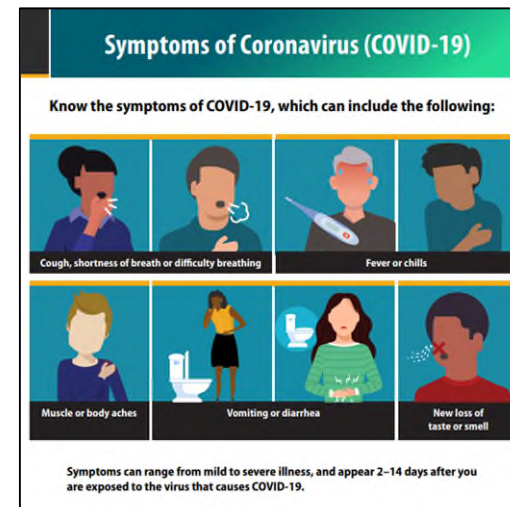
Plan Scope and Definition

Fairwold Academy's Health and Safety Plan plans for prevention and mitigation of symptoms and diagnosis of COVID-19 (Coronavirus) – The definition/description of COVID-19 per the Center of Disease Control is as follows:

COVID-19 is a respiratory illness accompanied with fever, cough, and shortness of breath. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact via respiratory droplets. This occurs most often when someone sneezes or coughs and another person nearby inhales the droplets into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not the primary source of transmission.



Symptoms of COVID-19 are listed below. A fever may be less likely in children than adults and GI symptoms may be more likely in children. Further, children (more often) and adults may be asymptomatic. Symptoms of COVID-19 (symptoms may be updated as the medical community continues to learn from the virus. Therefore, reference the link below the listed symptoms for most up to date symptoms):

- ✓ Fever or chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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

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

Based on Montgomery County's current designation (i.e., red, yellow, green) and the best interests of the local community, Fairwold Academy has indicated the best real-time solution for stakeholders in our community and a process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

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

Type of Reopening

Key Questions

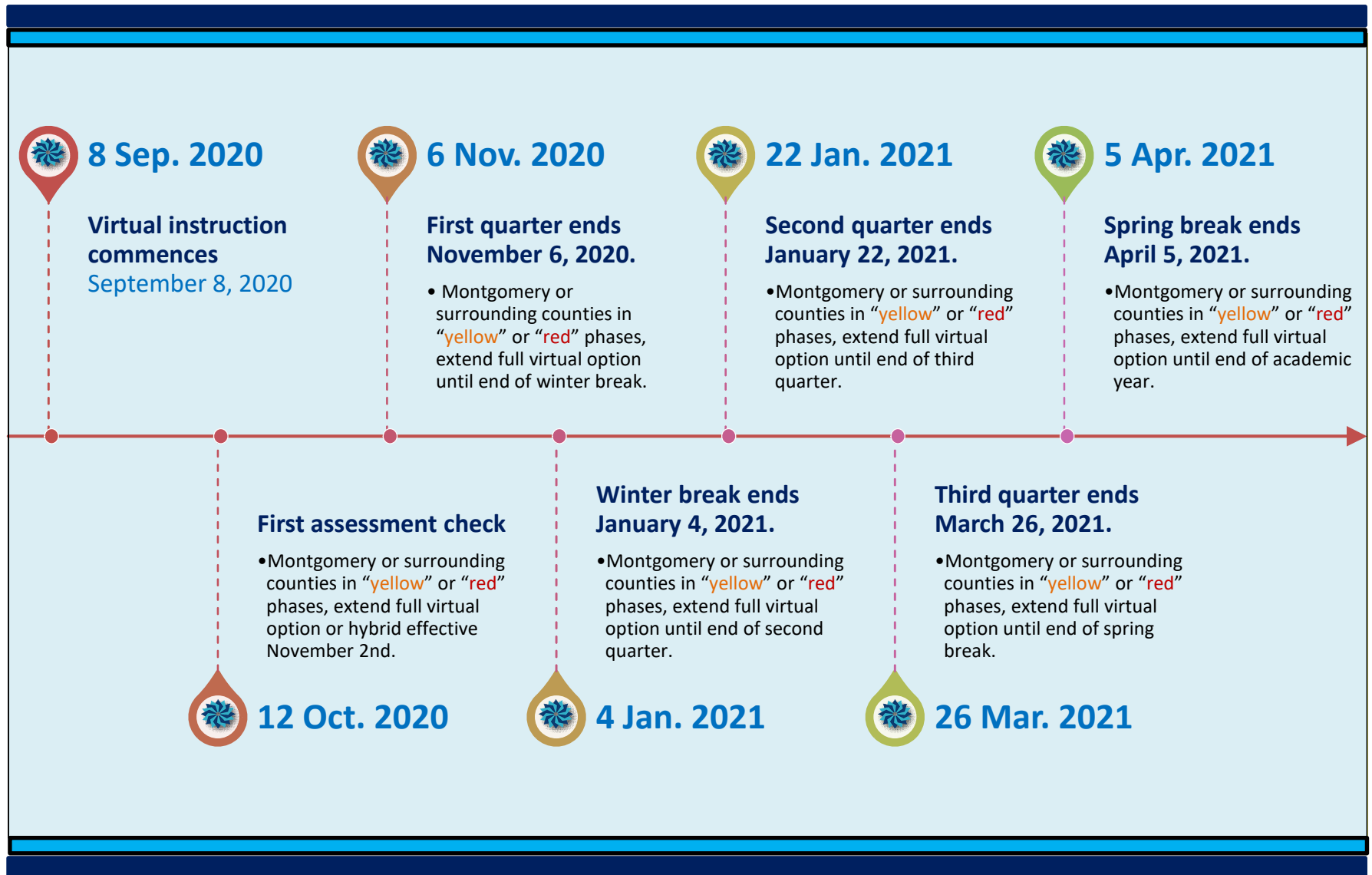
- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- ☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ☒ **Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).**
- ☐ **Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).**

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): [October 12th, 2020](#)

*While the goal is to resume total reopen for all students and staff, Fairwold Academy **will operate under conditions for total remote learning for all students.** By October 5th, Fairwold Academy will assess the current designation of Montgomery and surrounding counties, and if conditions of all counties are consistently in green phases, we will resume programming through a blended approach to begin on October 12th or at the earliest possible time. Fairwold Academy will assess the current designation (virtual or blended learning approach) at the end of each quarter and prior to a scheduled break. Fairwold Academy will communicate the decision to families and LEAs.*



**Families may opt for complete distance learning at their discretion and may be considered through an IEP team decision.*

Overview



Virtual instruction commences **September 8, 2020**



First assessment check: October 12, 2020. Montgomery or surrounding counties in “yellow” or “red” phases, extend full virtual option until end of first quarter.



First quarter ends November 6, 2020. Montgomery or surrounding counties in “yellow” or “red” phases, extend full virtual option until end of winter break.



Winter break ends January 4, 2021. Montgomery or surrounding counties in “yellow” or “red” phases, extend full virtual option until end of second quarter.



Second quarter ends January 22, 2021. Montgomery or surrounding counties in “yellow” or “red” phases, extend full virtual option until end of third quarter.



Third quarter ends March 26, 2021. Montgomery or surrounding counties in “yellow” or “red” phases, extend full virtual option until end of spring break.



Spring break ends April 5, 2021. Montgomery or surrounding counties in “yellow” or “red” phases, extend full virtual option until end of academic year.

Student Schedule for Blended Re-opening

Our students have complex academic, social, and behavioral needs. The extended time away from school may hinder a student's ability to tolerate a full school day. Fairwold Academy has implemented several strategies through our virtual ESY program to increase student participation and parent engagement in their student's program.

Half days of instruction the first week of blended learning. When Fairwold Academy deems it within acceptable circumstances to begin a blended re-opening, our first week will include half day instruction sessions to support a gradual increase of tolerance and stamina for behaviors and skills related to being at school. The focus of the first week of in-school instruction will be PBIS expectations for behavior, health, safety, and to instruct the many new procedures included in our plan.



Students will be assigned an “A” or “B” day schedule system to support a smaller subset of students in classrooms in a means to best attend, observe, support and provide positive experiences to students on their first few days back at school. One week after the blended reopening of school, full day instruction will commence with all students reporting on their assigned A or B day schedule for full day schedules, so long as there are no significant changes in Montgomery County or PDE guidelines.



Fairwold Staff must be able to successfully implement all cleaning and sanitizing procedures with **100% accuracy** or staff will be retrained and the Pandemic Crisis Response Team will problem-solve for any inefficiencies.



The school calendar will operate as scheduled.

Pandemic Coordinator/Team

Fairwold Academy is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, we have included representatives from various stakeholder groups (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized.

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Maria Kreiter	Administrator	Both
Sean Parker	Administrator	Both
Kimyada Benson	Administrator	Both
Cherie Mercer	Administrator	Both
Dan Carlson	Administrator	Both
Amy Grossman	Administrator	Both
Dave Stanley	Facilities Director	Both
Lynne Wooden	Nurse	Both

Kimberly King	Teacher	Health and Plan Development
Corina Davis	Teacher	Health and Plan Development
Jackie Lynch	Teacher	Health and Plan Development
Kenny Murray	Climate Manager	Health and Plan Development
Sherrell Kennedy	Clinical Staff	Health and Plan Development
Renee Deas	Clinical Staff	Health and Plan Development
Kristyn Waters	Support Staff	Health and Plan Development
John Beh	Support Staff	Health and Plan Development
Sandra Dixon-Ross	Support Staff	Health and Plan Development
Marisa Andrews	OT/WORC Coordinator	Health and Plan Development
Diana Brown	Administrative Assistant	Health and Plan Development
Lisa Thomas	DCES PBIS Consultant	Health and Plan Development
Jessica Martin	DCES PBIS Consultant	Health and Plan Development
Aisha Page	Human Resources Administrator	Both
Sara Molina-Robinson	PHMC Representative	Both
Kristan Delle	UDSD Food Services Partner	Health and Plan Development
Sekeya Moore	Parent	Health and Plan Development

Key Strategies, Policies, and Procedures

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- Fairwold's janitorial staff have continued to clean school buildings, even during the time when students have not been present for instruction. Fairwold and PHMC have developed COVID-19 cleanliness protocols, including cleaning checklists, to ensure that cleaning is consistent with recommendations from the CDC. Our cleaning supplies meet or exceed OSHA and CDC requirements.
- The Executive Director, Facilities Director and the Director of Climate and Culture will co-own responsibility for ensuring accurate and consistent implementation of Fairwold/PHMC COVID-19 protocols.
- All windows in all buildings are functional and can open and close; or air vents are available to staff to continue a stream of fresh airflow in all rooms. Safety precautions have been added to all opening windowsills.
- HVAC Systems Many of our systems are connected to an outside air duct. All other areas will be provided with fresh air through windows and/or fresh air intake fans (Any room with no working windows or access to fresh air WILL NOT be used). All units will be fitted with filters that block out many germs
- The cleaning checklist for the custodial team will be completed in a final walkthrough by the Executive Director, Director of Climate and Culture, and Facilities Director prior to reopening.
- The Facilities Director (Director of Climate and Culture when FD is unavailable) will ensure that the cleaning checklist is completed daily, including the scheduling and use of disinfecting fogger/misting systems.
- In addition to the daily cleaning, a classroom cleaning checklist will be issued to all staff and will be included in end of class procedures as part of the PBIS approach.
- The WORC Coordinator and designated floor staff will sweep the building routinely to disinfect high touch areas. Teachers and staff will use disinfectant wipes to clean desktops, doorknobs and other high touch areas in their

classrooms. To the extent possible, staff will wipe down high touch surfaces (faucets, doorknobs) in bathrooms following student use.

- Custodial staff will complete training related to COVID-19, mitigating infection and proper cleaning procedures.
- Teachers and staff will receive training in the Health and Safety Plan prior to reopening to students. This will include procedures for disinfecting and sanitizing.
- K-8 classes-when students leave the room as a class a cleaning period for sanitizing prior to next class use will be instituted. There will be a minimum of 15 minutes to allow spray sanitizing
- Alternate classroom uses by period to allow for spray sanitizing in between use.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ol style="list-style-type: none"> 1. Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening. 2. Implement/continue daily deep-cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. 3. Hand sanitizer to be made available at all staff and guest entrances. 4. Disinfectant wipes will be available in classrooms where staff and students can clean surfaces throughout the school day, at least once per hour. (Gloves and gowns will be available, if requested.) <ul style="list-style-type: none"> • Doorknobs • Light switches • Handles • Tabletops • Windowsills • Chairs 	<ol style="list-style-type: none"> 1. Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening. 2. Implement/ continue daily deep-cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. 3. Hand sanitizer to be made available at all staff and guest entrances. 4. Disinfectant wipes will be available in classrooms where staff and students can clean surfaces throughout the school day. (Gloves and gowns will be available, if requested.) <ul style="list-style-type: none"> • Doorknobs • Light switches • Handles • Tabletops 	<p>Maintenance Staff</p> <p>Maintenance Staff Teachers Support Staff WORC Coordinator</p> <p>Administrative Assistants</p> <p>Administrative Assistants WORC Coordinators</p>	Daily Cleaning Supplies	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	properly cleaned and sanitized after student drop off and prior to the pick-up of students.	Vehicles are expected to use air ventilation of windows when possible. The cleaning and disinfecting of vehicles is the responsibility of the transportation provider. It is expected that vehicles will be properly cleaned and sanitized after student drop off and prior to the pick-up of students.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ol style="list-style-type: none"> 1. Building HVAC systems will be inspected prior to re-opening to students. 2. Our cleaning supplies meet or exceed OSHA and CDC requirements. 3. All staff will receive training relative to COVID-19, mitigating infection and proper cleaning procedures. 4. A cleaning checklist will be completed daily to ensure thorough cleaning of the building. 5. All clothing articles will be washed thoroughly daily and labeled to reduce the risk of students accessing other clothing. 6. Classroom checklist will be completed at the end of each class period. 7. Student arrival finger scans will include alcohol swabs for the scan unit. 	<ol style="list-style-type: none"> 1. Building HVAC systems will be inspected prior to re-opening to students. 2. Our cleaning supplies meet or exceed OSHA and CDC requirements. 3. All staff will receive training relative to COVID-19, mitigating infection and proper cleaning procedures. 4. A cleaning checklist will be completed daily to ensure thorough cleaning of the building. 5. All clothing articles will be washed thoroughly daily and labeled to reduce the risk of students accessing other clothing. 	Facilities Director Director of Climate and Culture	Personal Protective Equipment provided to all staff. Cleaning materials are secured as needed.	Y

Social Distancing and Other Safety Protocols

Key Questions

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

Summary of Responses to Key Questions:

- Classroom furniture has been removed except for eight student desks and chairs, one teacher desk, and two adult chairs.
- Classrooms will be arranged with desks and workspaces maintaining 6 feet of distance between students as much as possible.
- Classroom size and occupancy has been adjusted so that during the yellow phase, no more than eight students can share a classroom space, and no more than 12 students can share a classroom space during green phase.
- The same students and staff will be grouped together throughout the day. If change of teacher is necessary, the teachers will move to the different classroom rather than the students, minimizing the number of people moving throughout the building.
- Students will have a designated location for items from home. Students will have their own set of instructional materials and will not share materials.
- All buildings/programs will follow the Fairwold/PHMC Phased Reopening Procedures. This plan includes checklists for reopening and utilizes the guidance from the CDC.
- Students will be able to access school yards and playground for lunch and recess. Adult supervision will ensure that all safety protocols are followed. If appropriate, outdoor space may be utilized for instructional purposes.

- Students in off-campus work programs will participate in our on-campus WORC program, maximizing jobs as independently and in contact-free locations under adult supervision.
- Students will participate in community-based instruction to the extent possible on the Fairwold Campus. Students will access the community as part as pre-employment training and community-based instruction and resume under Phase 2 of Fairwold's Phased Reopening Procedures.
- Breakfast and lunch will be pre-bagged by entrée and distributed one class at a time.
- Students will each lunch in their classroom or a designated area outside, maximizing all space protocols.
- All staff and students will follow hygiene routines upon entry into the building, when using the restroom, before/after eating, before/after using outdoor spaces and when exiting the building. Staff will teach proper hand washing routines as well as proper use of hand sanitizer. Hygiene routines will be target areas for instruction for students that cannot complete these routines independently.
- Staff will be required to wear face coverings. Students will be encouraged to wear face coverings to the greatest extent possible, particularly in situations where social distancing is not possible. Tolerating mask wearing will be a target for instruction. Students who do not respond to group lessons will receive individualized assessment and lesson planning to teach this skill.
- Arrival and dismissal will be staggered to allow students to safely exit and enter the vehicle and the building using proper social distancing. Temperatures will be taken prior to exiting the vehicle to ensure that the student does not have a temperature above 98.6 degrees. Students who register higher will be encouraged to follow PBIS expectations and to sit patiently and wait for a second test.
- Visitors to the building will be strictly limited and only honored by appointment. Visitors must follow arrival protocol as students.
- Remote technology will be utilized for meetings under the initial phase of reopening and continue through Phase 2 as appropriate.
- All staff working in the buildings/programs will participate in a training in the safety protocols prior to reopening for students.
- On the first staff day, school leadership will demonstrate all safety protocols with staff. Compliance with COVID-19 safety procedures will be assessed by the Directors of Facilities and Climate and Culture on at least a weekly basis.
- K-8 classes-when students leave the room as a class a cleaning period for sanitizing prior to next class use will be instituted. There will be a minimum of 15 minutes to allow spray sanitizing
- Alternate classroom uses by period to allow for spray sanitizing in between use.

FAIRWOLD ACADEMY at PHMC

STAY HEALTHY! WASH YOUR HANDS! 20 Seconds

WHEN TO WASH YOUR HANDS

Before we Eat	
After Craft Projects	
After we use the Bathroom	
After Sneezing, Blowing Nose with Tissue, Coughing	
After Playing Outside	
After Using the Gym	

FAIRWOLD ACADEMY at PHMC

STAY HEALTHY! WASH YOUR HANDS! 20 Seconds

Hand Washing Steps

Wet	
Get Soap	
Scrub	
Rinse	
Dry	

FAIRWOLD ACADEMY at PHMC

We show Wild Cat Pride by Being Safe

Keep 6 ft. Distance

FAIRWOLD ACADEMY at PHMC

We show Wild Cat Pride by Being Safe

Remain in Assigned Seats

FAIRWOLD ACADEMY at PHMC

Together, we are approaching a school year that will look and feel very different than any other we have experienced before. These unprecedented events have required us to reimagine teaching and learning and think very differently about how we can support a safe and successful academic year for our Fairwold Academy students and community.

Options for Learning

Hybrid Model

The Hybrid Model provides face-to-face instruction along with virtual instruction.

Online Learning

The Online Learning Model will include virtual instruction from a certified special education teacher five days a week.

Health & Safety

Related Services

Learning Experience

Safety First. Fairwold is committed to keeping our community safe from COVID-19. Handwashing, social distancing, and masks will be required for everyone and will be reviewed with students both in-person and virtually. Daily comprehensive cleaning services will also be provided, and hand sanitizers are being installed in every room across campus.

24/7 Support. Fairwold Faculty and Staff are here to support you. We understand the hardships caregivers have encountered during this time and commend you for all that you do. This school year we will have support available from 24/7 from Staff and Administration to help you navigate the academic year. Additionally, we will be providing meals for all students as well as sending food home as well.

Students will have scheduled transportation, monitored daily for symptoms, and are required to wear a mask per PDE guidelines.

Students will be divided into 2 groups. **Group A** will come to school Monday and Wednesday. **Group B** will come to school Tuesday and Thursday. Students will complete assignments online on days they are not in school.

All students will be provided Chromebooks for online learning. Students will utilize Google Classroom to access assignment.

Students will receive virtual instruction five days a week through Zoom and access to a rigorous academic curriculum online.

Questions- Email Fairwold Academy | academyadministration@phmc.org

[illegible]

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	day (such as supporting students virtually) for greater access to spaces				
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ol style="list-style-type: none"> 1. Cafeteria restricted from students. Bagged lunches will be delivered from the cafeteria for students to eat in their classrooms or outside weather permitting 2. Kitchen staff follows all meal preparation guidelines; no more than 3 people in the kitchen and serving area at a time. 3. Limit number of students in special circumstances (counselor office, R2R rooms) to allow for appropriate social distancing. 4. One student only for bathroom use. 5. Students to wear face coverings to the extent possible when in hallways and if out of classroom. 	<ol style="list-style-type: none"> 1. Social distancing procedures allotted for students who master PBIS expectations in cafeteria during lunches; students to eat in their classrooms or outside weather permitting. 2. Limit number of students in special circumstances (counselor office, R2R rooms) to allow for appropriate social distancing. 3. Never more than two students in bathroom. 4. Students to wear face coverings to the extent possible when in hallways and if out of classroom. 	Director of Climate and Culture	PPE for students Contract with Food Services PBIS Consultants/Training	Y
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ol style="list-style-type: none"> 1. Wash or sanitize upon entering the classroom and prior to leaving the building. 2. Hand washing/sanitizing before eating. 3. Hand washing/routine for after using the bathroom. 	<p>Wash or sanitize upon entering the classroom and prior to leaving the building.</p> <p>Hand washing/sanitizing before eating.</p> <p>Hand washing/routine for after using the bathroom.</p>			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<ol style="list-style-type: none"> Bathroom breaks will be staggered to eliminate congregating. Sanitize or wash hands if an individual touches face, coughs, sneezes, etc. Sanitize or wash hands upon entering/exiting community settings and vans. Follow the hygiene guidelines of the job site. Utilize the same driver for to/from work site. Van will be wiped down with disinfecting wipes upon return and prior to next use. Staff required to complete hand washing routines for before, during, and after food prep/delivery. Lessons plans for washing hands, maintaining social distance, and tolerating wearing a face covering. All staff are required to wear face coverings. Provide training to staff, students, and families on effective use of PPE, prevention of COVID, signs of COVID, when to seek medical assistance, etc. 	<p>Bathroom breaks will be staggered to eliminate congregating. Sanitize or wash hands if an individual touches face, coughs, sneezes, etc.</p> <p>Sanitize or wash hands upon entering/exiting community settings and vans. Follow the hygiene guidelines of the job site. Utilize the same driver for to/from work site. Van will be wiped down with disinfecting wipes upon return and prior to next use.</p> <p>Staff required to complete hand washing routines for before, during, and after food prep/delivery.</p> <p>Lessons plans for washing hands, maintaining social distance, and tolerating wearing a face covering.</p> <p>All staff are required to wear face coverings.</p> <p>Provide training to staff, students, and families on effective use of PPE, prevention of COVID, signs of COVID, when to seek medical assistance, etc.</p>			
* Posting signs, in highly visible locations, that	<ol style="list-style-type: none"> Staff to complete health screener and temperature check prior to school day. 	<ol style="list-style-type: none"> Staff to complete health screener and temperature check prior to school day. 		Obtain signs and materials for visual markers	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
promote everyday protective measures, and how to stop the spread of germs	2. Post signs in highly visible areas including: <ul style="list-style-type: none"> • Hand-washing guidelines at all sinks • Sanitization guidelines • Procedures for visitors at entrance • Info/signs on COVID warning signs for staff and students Visual markers for social distancing	2. Post signs in highly visible areas including: <ul style="list-style-type: none"> • Hand-washing guidelines at all sinks • Sanitization guidelines • Procedures for visitors at entrance • Info/signs on COVID warning signs for staff and students Visual markers for social distancing			
* Identifying and restricting non-essential visitors and volunteers	1. School team meetings to be coordinated by teleconference. 2. No visitors allowed in the building. 3. Conduct all tours virtually. 4. Limit deliveries to a specific location and do not allow entrance into the building.	The following procedures will be implemented according to Phase 2 Fairwold's reopening plan: 1. To the greatest extent possible, school team meetings and related service providers/ community agency supports to be coordinated by teleconference 2. Visitors by appointment only with limited frequency and length of time. 3. Conduct tours virtually when possible. 4. Limit deliveries to a specific location and do not allow entrance into the building.			
* Handling sporting activities for recess and	1. Playgrounds/gym/sensory rooms will be free of additional toys and sporting equipment	1. Playgrounds/gym/sensory rooms will be free of additional toys and sporting equipment			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
physical education classes consistent with the CDC Considerations for Youth Sports	<ol style="list-style-type: none"> Classes to bring own and non-shared sporting equipment. No more than one class at a time on the recess yard Conduct outdoor activities that promote more social distancing. Sanitization of equipment per CDC guidelines between classes Specific guidelines for pool procedures following CDC recommendations 	<ol style="list-style-type: none"> Classes to bring own and non-shared sporting equipment. No more than one class at a time on the recess yard Conduct outdoor activities that promote more social distancing. Sanitization of equipment per CDC guidelines between classes Specific guidelines for pool procedures following CDC recommendations 			
Limiting the sharing of materials among students	<ol style="list-style-type: none"> No sharing of materials, when possible. If necessary, students may alternate use of materials after sanitization. Increased use of technology over paper and/or manipulatives as much as possible. Use of identified storage space for personal items. Families to supply personal care items. Limit use of materials to those that are easily/quickly cleaned and or disinfected. 	<ol style="list-style-type: none"> No sharing of materials, when possible. If necessary, students may alternate use of materials after sanitization. Increased use of technology over paper and/or manipulatives as much as possible. Use of identified storage space for personal items. Families to supply personal care items. Limit use of materials to those that are easily/quickly cleaned and or disinfected. 			
Staggering the use of communal	<ol style="list-style-type: none"> Limit number of staff/students transitioning in hallways. 	<ol style="list-style-type: none"> Limit number of staff/students transitioning in hallways. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
spaces and hallways	<ol style="list-style-type: none"> Limit number of students using sensory rooms to maintain appropriate social distance. Limit number of students in kitchens or other instructional areas to maintain social distance. Consider one class at a time or a limited number of students from the class. 	<ol style="list-style-type: none"> Limit number of students using sensory rooms to maintain appropriate social distance. Limit number of students in kitchens or other instructional areas to maintain social distance. Consider one class at a time or a limited number of students from the class. 			
Adjusting transportation schedules and practices to create social distance between students	<ol style="list-style-type: none"> Stagger exiting and entering of transportation to maintain distance when arriving and leaving the building. Use visuals, such as cones or markings on sidewalk, to create arrival/dismissal systems. Follow Fairwold transportation guidelines when conducting community-based instruction. This includes limiting the amount of people per vehicle, along with recommendations for ventilation and cleaning. 	<ol style="list-style-type: none"> Stagger exiting and entering of transportation to maintain distance when arriving and leaving the building. Use visuals, such as cones or markings on sidewalk, to create arrival/dismissal systems. Follow Fairwold transportation guidelines when conducting community-based instruction. This includes limiting the amount of people per vehicle, along with recommendations for ventilation and cleaning. 			
Limiting the number of individuals in classrooms and other learning	<ol style="list-style-type: none"> Access additional classrooms and furniture to facilitate distance 	<ol style="list-style-type: none"> Access additional classrooms and furniture to facilitate distance 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
spaces, and interactions between groups of students	2. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff all day/as much as possible. 3. Eliminate or limit the mixing of groups of students and staff as feasible.	2. Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff all day/as much as possible. 3. Eliminate or limit the mixing of groups of students and staff as feasible.			
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars					
Other social distancing and safety practices					

Monitoring Student and Staff Health

Key Questions

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

Summary of Responses to Key Questions:

- All staff will complete the self-screening tool that reviews COVID-19 symptoms and other risk factors at home each morning prior to leaving for work. This includes a temperature check. Responses will be recorded, and any symptoms will be reported to supervisors.
- Parents of students unable to communicate will be asked to complete the screening each morning. If symptoms exist, students should remain at home. Parents of day students will be asked to take their son/daughter's temperature at home prior to sending them to school.
- Students will be screened for temperatures upon arrival. Students capable of responding will be asked the health screening questions.

- Students or staff exhibiting symptoms during the day will be isolated. The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Montgomery County Health Department for decisions regarding quarantine.
- Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. Staff or students with a probable or confirmed exposure will follow Fairwold's tiered protocol for individual and staff exposure to COVID-19.
- Students and staff will be allowed to return to school with a doctor's note or a negative test result. Staff who are unable or uncomfortable with returning will be allowed to utilize sick leave or personal time. In some circumstances, staff may be eligible for FMLA time.
- Families will be notified of staff or student illness through phone and email communication from the Education Director.
- All staff working directly with students will be trained to monitor students for symptoms. Training will occur prior to the return to the building/program and will be reinforced by the administrators and nurse. Administrators will monitor the staff and provide on-going training as deemed necessary

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<ol style="list-style-type: none"> 1. Staff will conduct wellness checks prior to leaving their home each morning. Staff will document the results of those checks. 2. Staff will be asked to report any known exposure to someone with a confirmed case of COVID-19. 3. Families will be asked to check their child for symptoms, including a temperature check, prior to leaving for the day. 4. Students will have their temperature checked upon arrival. 	<ol style="list-style-type: none"> 1. Staff will conduct wellness checks prior to leaving their home each morning. Staff will document the results of those checks. 2. Staff will be asked to report any known exposure to someone with a confirmed case of COVID-19. 3. Families will be asked to check their child for symptoms, including a temperature check, prior to leaving for the day. 4. Students will have their temperature checked upon arrival. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ol style="list-style-type: none"> 1. Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately. 2. If symptoms occur in the building, staff or students will be isolated. 3. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. 4. Staff or students with a probable or confirmed exposure will follow Fairwold's protocol for individual/staff exposure. 5. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. 	<ol style="list-style-type: none"> 1. Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately. 2. If symptoms occur in the building, staff or students will be isolated. 3. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. 4. Staff or students with a probable or confirmed exposure will follow Fairwold's protocol for individual/staff exposure. 5. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. 			
* Returning isolated or quarantined staff, students, or visitors to school	<ol style="list-style-type: none"> 1. Allow staff or students to return to school with a doctor's note or a negative test result. 2. Monitor quarantine protocols and adhere to exposure guidelines provided by the CDC and the state. 	<ol style="list-style-type: none"> 1. Allow staff or students to return to school with a doctor's note or a negative test result. 2. Monitor quarantine protocols and adhere to exposure guidelines provided by the CDC and the state. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ol style="list-style-type: none"> Utilize phone and email for timely communication with all families. Monitor district plans and coordinate/review school closings and operational procedures with member school districts. Contact transportation and staffing providers to implement and coordinate prevention efforts. <p>In accordance with state and local requirements, notify local health department officials.</p>	<ol style="list-style-type: none"> Utilize phone and email for timely communication with all families. Monitor district plans and coordinate/review school closings and operational procedures with member school districts. Contact transportation and staffing providers to implement and coordinate prevention efforts. <p>In accordance with state and local requirements, notify local health department officials.</p>			
Other monitoring and screening practices	<ol style="list-style-type: none"> Follow the Montgomery County Department of Health, Center for Disease Control (CDC) and state department, guidance, guidelines, recommendations, and protocols for operation in the yellow phase. Conduct regular monitoring, social distancing and disinfect and cleaning of all work and student spaces. 	<ol style="list-style-type: none"> Follow the Montgomery County Department of Health, Center for Disease Control (CDC) and state department, guidance, guidelines, recommendations, and protocols for operation in the yellow phase. Conduct regular monitoring, social distancing and disinfect and cleaning of all work and student spaces. 			

Other Considerations for Students and Staff

Key Questions

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

Summary of Responses to Key Questions:

- All staff will wear masks unless it is unsafe for them to do so. Staff who are unable to wear masks will be provided with face shields. Staff may wear additional PPE based on specific interactions they are having with students.
- Students will be actively taught to tolerate face coverings. Older students who have the ability to wear face coverings during the day will be required to wear them during periods when social distancing is not possible. Students who are unable to tolerate face coverings will receive direct instruction. Students who do not respond to formal group lesson plans will receive an individualized assessment and teaching plan to increase their use of face coverings.
- For students who are at higher risk, the school administration will work with the student's family and LEA to determine the best solution for instruction. This may include options for part-time schedules and remote learning.
- Staff who are at higher risk will work with the human resources department to determine appropriate modifications. This may include access to FMLA.
- Current practice allows buildings/programs to have regular building substitutes and part time staff. These teachers and instructional aides are familiar with our students and programming. These individuals will complete the same training protocols as regular staff. Administration will provide oversight and guidance.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<ol style="list-style-type: none"> Offer options for students and staff that limit their risk of exposure like working from home, virtual learning for students, job responsibilities that limit interaction/exposure. <p>Maintain policies to protect the privacy of people at higher risk of illness.</p>	<ol style="list-style-type: none"> Offer options for students and staff that limit their risk of exposure like working from home, virtual learning for students, job responsibilities that limit interaction/exposure. <p>Maintain policies to protect the privacy of people at higher risk of illness.</p>			
* Use of face coverings (masks or face shields) by all staff	<ol style="list-style-type: none"> All staff will wear masks unless it is unsafe for them to do so. Staff will also be provided with the option of wearing face shields. Staff should wear appropriate PPE based on specific interactions they are having with students. Staff should wear appropriate PPE in care areas of suspected individuals with COVID symptoms. <p>Disposable face masks will be</p>	<ol style="list-style-type: none"> All staff will wear masks unless it is unsafe for them to do so. Staff will also be provided with the option of wearing face shields. Staff should wear appropriate PPE based on specific interactions they are having with students. Staff should wear appropriate PPE in care areas of suspected individuals with COVID symptoms. <p>Disposable face masks will be</p>			
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ol style="list-style-type: none"> Employees, customers, and guests will need to wear face masks when in the office/buildings. Students with the ability to wear a mask will be encouraged to wear 	<ol style="list-style-type: none"> Employees, customers, and guests will need to wear face masks when in the office/buildings. Students with the ability to wear a mask will be encouraged to wear 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>masks. Training/guidance will be provided.</p> <ol style="list-style-type: none"> Students who do not have the ability to wear a face covering will be provided with instruction to tolerate wearing a face covering. Disposable face masks will be provided by the organization for individuals that don't have one. Some staff may be required to wear face shields based on the classroom environment and/or needs of students. 	<p>masks. Training/guidance will be provided.</p> <ol style="list-style-type: none"> Students who do not have the ability to wear a face covering will be provided with instruction to tolerate wearing a face covering. Disposable face masks will be provided by the organization for individuals that don't have one. Some staff may be required to wear face shields based on the classroom environment and/or needs of students. 			
Unique safety protocols for students with complex needs or other vulnerable individuals	<ol style="list-style-type: none"> Students with medical/physical needs should not wear PPE if it would interfere with their ability to breathe. Teach students and staff how to properly put on and remove gloves, gowns, masks, and other PPE as needed. Staff should monitor/supervise staff physically intervening for PPE needs/if anything needs to be adjusted. Dispose or clean PPE immediately after physical intervention. Staff should have a change of clothes available in case of possible contamination. 	<ol style="list-style-type: none"> Students with medical/physical needs should not wear PPE if it would interfere with their ability to breathe. Teach students and staff how to properly put on and remove gloves, gowns, masks, and other PPE as needed. Staff should monitor/supervise staff physically intervening for PPE needs/if anything needs to be adjusted. Dispose or clean PPE immediately after physical intervention. 			

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	6. Schools will work with families and health care providers to implement individualized recommendations for health and safety.	5. Staff should have a change of clothes available in case of possible contamination. 6. Schools will work with families and health care providers to implement individualized recommendations for health and safety.			
Strategic deployment of staff	1. Staff will report to the building/program where they are currently working. 2. For vacancies, properly trained substitutes will be assigned to familiar classrooms. Building/Program administrators will ensure that staff are maintaining safety protocols and social distancing.	1. Staff will report to the building/program where they are currently working. 2. For vacancies, properly trained substitutes will be assigned to familiar classrooms. Building/Program administrators will ensure that staff are maintaining safety protocols and social distancing.			

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Symptoms of COVID-19 and mitigation strategies	All staff	School leadership teams	Virtual	Technology & Internet COVID-19 Policies and Procedures	TBD	TBD
School Implementation of the Health and Safety Plan	All staff	School leadership teams	Virtual	Technology & Internet Health and Safety Plan	TBD	TBD
Training of the Proper Use of Face Masks for Students	All teaching staff	Nursing/medical and behavior support	Virtual	Technology, social stories, teaching plans	TBD	TBD
Training on proper hand washing for students	ALL STAFF	Administration	Virtual	Technology & Internet Health and Safety Plan	8/31	Ongoing
Training regarding safe social distancing practices for students	ALL STAFF	Administration	Virtual	Technology & Internet Health and Safety Plan	8/31	Ongoing
Arrival & Dismissal Procedures	ALL STAFF	Administration	Virtual	Technology & Internet Health and Safety Plan	8/31	Ongoing
HR Related Issues	ALL STAFF	Administration	Virtual	Technology & Internet Health and Safety Plan	8/31	Ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Classroom Cleaning	ALL STAFF	Administration	Virtual	Technology & Internet Health and Safety Plan	8/31	Ongoing
PBIS Lesson Plans	ALL STAFF	CES	Virtual	Technology, social stories, teaching plans	8/31	Ongoing
Disinfecting Common Areas	ALL STAFF	CES	Virtual	Technology & Internet Health and Safety Plan	8/31	Ongoing
Self-care/community resources for staff	ALL STAFF	CES	Virtual	Technology & Internet Health and Safety Plan	8/31	Ongoing

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Initial Communication about the Reopening Plan	Parents/Guardians Staff	Education Director for each school	Emails, phone, zoom meetings	TBD	TBD
Reopening Plan	Parents/Guardians Staff	Education Director for each school	Emails, phone, zoom meetings	TBD	TBD
Communication about Staff/Student Illness and Plan for Opening/Closing Schools	Parents/Guardians Staff Montgomery County Health Department	Education Director for each school	Emails and phone	Reopening	Ongoing

Health and Safety Plan Summary: Fairwold Academy at PHMC

Anticipated Launch Date: [August 24, 2020](#)

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none">• Fairwold's janitorial staff have continued to clean school buildings, even during the time when students have not been present for instruction. Fairwold and PHMC have developed COVID-19 cleanliness protocols, including a cleaning checklist, to ensure that cleaning is consistent with recommendations from the CDC. Our cleaning supplies meet or exceed OSHA and CDC requirements.• The Facilities Director will ensure accurate and consistent implementation of Fairwold/PHMC COVID-19 protocols.• The cleaning checklist will be completed in a final walkthrough by the Executive Director, Director of Climate and Culture, and Facilities Director prior to reopening.• The Facilities Director (Director of Climate and Culture when FD is unavailable) will ensure that the cleaning checklist is completed once a day.• In addition to the daily cleaning, The WORC Coordinator and designated floor staff will sweep the building routinely to disinfect high touch areas. Teachers and staff will use disinfectant wipes to clean desktops, doorknobs and other high touch areas in their classrooms. To the extent

Requirement(s)	Strategies, Policies and Procedures
	<p>possible, staff will wipe down high touch surfaces (faucets, doorknobs) in bathrooms following student use.</p> <p>Janitorial staff will complete training related to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will receive training in the Health and Safety Plan prior to reopening to students. This will include procedures for disinfecting and sanitizing</p>

Social Distancing and 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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> • All staff will complete the self-screening tool that reviews COVID-19 symptoms and other risk factors at home each morning prior to leaving for work. This includes a temperature check. Responses will be recorded, and any symptoms will be reported to supervisors. • Parents of students unable to communicate will be asked to complete the screening each morning. If symptoms exist, students should remain at home. Parents of day students will be asked to take their son/daughter's temperature at home prior to sending them to school. • Students will be screened for temperatures upon arrival. Students capable of responding will be asked the health screening questions. • Students or staff exhibiting symptoms during the day will be isolated. The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Montgomery County Health Department for decisions regarding quarantine. • Individuals who are sick should go home or to a healthcare facility depending on how severe their

Requirement(s)	Strategies, Policies and Procedures
<p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>symptoms are and follow CDC guidance for caring for oneself and others who are sick. Staff or students with a probable or confirmed exposure will follow Fairwold's tiered protocol for individual and staff exposure to COVID-19.</p> <ul style="list-style-type: none"> • Students and staff will be allowed to return to school with a doctor's note or a negative test result. Staff who are unable or uncomfortable with returning will be allowed to utilize sick leave or personal time. In some circumstances, staff may be eligible for FMLA time. • Families will be notified of staff or student illness through phone and email communication from the Education Director. <p>All staff working directly with students will be trained to monitor students for symptoms. Training will occur prior to the return to the building/program and will be reinforced by the administrators and nurse. Administrators will monitor the staff and provide on-going training as deemed necessary.</p>

Monitoring Student and 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>	<ul style="list-style-type: none"> • All staff will wear masks unless it is unsafe for them to do so. Staff who are unable to wear masks will be provided with face shields. Staff may wear additional PPE based on specific interactions they are having with students. • Students will be actively taught to tolerate face coverings. Older students who have the ability to

Requirement(s)	Strategies, Policies and Procedures
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>wear face coverings during the day will be required to wear them during periods when social distancing is not possible. Students who are unable to tolerate face coverings will receive direct instruction. Students who do not respond to formal group lesson plans will receive an individualized assessment and teaching plan to increase their use of face coverings.</p> <ul style="list-style-type: none"> • For students who are at higher risk, the school administration will work with the student's family and LEA to determine the best solution for instruction. This may include options for part-time schedules and remote learning. • Staff who are at higher risk will work with the human resources department to determine appropriate modifications. This may include access to FMLA. • Current practice allows buildings/programs to have regular building substitutes and part time staff. These teachers and instructional aides are familiar with our students and programming. These individuals will complete the same training protocols as regular staff. Administration will provide oversight and guidance.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<ul style="list-style-type: none"> • All staff will wear masks unless it is unsafe for them to do so. Staff who are unable to wear masks will be provided with face shields. Staff may wear additional PPE based on specific interactions they are having with students. • Students will be actively taught to tolerate face coverings. Older students who have the ability to wear face coverings during the day will be required to wear them during periods when social distancing is not possible. Students who are unable to tolerate face coverings will receive direct instruction. Students who do not respond to formal group lesson plans will receive an individualized assessment and teaching plan to increase their use of face coverings. • For students who are at higher risk, the school administration will work with the student's family and LEA to determine the best solution for instruction. This may include options for part-time schedules and remote learning. • Staff who are at higher risk will work with the human resource department to determine appropriate modifications. This may include access to FMLA. • Current practice allows buildings/programs to have regular building substitutes and part time staff. These teachers and instructional aides are familiar with our students and programming. These individuals will complete the same training protocols as regular staff. Administration will provide oversight and guidance.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **(INSERT NAME OF LEA)** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

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.