



## St. Peter School

# Phased School Reopening Health and Safety Plan

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

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

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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: St. Peter School

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

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

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

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

## Type of Reopening

### Key Questions

- **How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?**
  - Expanded cleaning/disinfecting
  - Social Distancing in classrooms as feasible and modification of book/supply locations for less movement in rooms
  - Hallway procedures for changing classes (GREEN)
  - Teachers rotate classrooms instead of students (YELLOW)
  - Instruction and monitoring of hand washing
  - Educating families of plan and new procedures
  - Limit of extra people in the building
  - Modifications to school events (Mass, picnics, classroom parties etc.)
  - Temperature Checks & Health Monitoring Protocols
  - Recess modifications to reduce number of students at one time
  - Cyber options as feasible and as warranted
  
- **How did you engage stakeholders in the type of re-opening your school entity selected?**
  - Surveys to student families and school staff
  - Invited all stakeholders to communicate concerns
  - Pandemic Team Meetings and consultation
  
- **How will you communicate your plan to your local community?**
  - Post on school website and website of Altoona Johnstown Diocese
  - Hard copies sent home to all families
  
- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**
  - Recommendations of the Diocesan, Local, State and Federal regulatory bodies.

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

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

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): September 1, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Mrs. Jill Harris</b>	Administration	Both
<b>Fr. Angelo Patti</b>	Parish Pastor	Health and Safety Plan
<b>Mrs. Charlie Sanner</b>	Maintenance	Both
<b>Mrs. Elizabeth Svonavec</b>	Staff	Both
<b>Mrs. Carlye Grosholz</b>	Faculty	Both
<b>Dr. Christopher Clarke</b>	Parent / M.D.	Both
<b>Mrs. Bethany Zawisza</b>	Parent / MSN, CRNA	Both
<b>Mrs. Mandie Acey</b>	Parishioner / Medical (RN)	Both
<b>Mrs. Melinda Jacob</b>	Parishioner / Former Parent	Health and Safety Plan
<b>Mrs. Prudence Shaulis</b>	Parent / LPC	Both
<b>Mrs. Heather Stankan</b>	Parent / Social Work	Both
<b>Mr. Ron Delano</b>	Parishioner / Businessman	Health and Safety Plan
<b>Atty. Matthew Zatko</b>	Parent / Legal	Health and Safety Plan



## Key Strategies, Policies, and Procedures

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary

should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

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

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

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Summary of Responses to Key Questions:

#### 1. HOW WILL YOU ENSURE THE BUILDING IS CLEANED AND READY TO SAFELY WELCOME STAFF AND STUDENTS?

St Peter School, in accordance with state and CDC guidelines will ensure our building is cleaned and ready to safely welcome staff and students for the 2020-2021 school year. This includes how the building will be cleaned and prepared during the summer of 2020 and on a daily basis once the staff and students arrive. The protocol described was made in close consultation with chemical experts, state and local guidelines as well as medical experts to ensure not only the cleanliness of the school but also the safety and health of those in the building who will come in contact with surfaces. For the purposes of this plan, we will refer to “cleaning” as the use of general-purpose cleaners, we will refer to “disinfecting” as the chemical removal or “killing” of bacteria. All chemicals used in our protocol meet the EPA requirements for List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19.)

**For the purposes of the Health and Safety Plan we refer to CDC guidance concerning the terms cleaning, sanitizing and disinfecting:** (How to Clean and Disinfect Schools to Help Slow the Spread of Flu. (2018, July 31). Retrieved June 24, 2020, from <https://www.cdc.gov/flu/school/cleaning.htm> )

- **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**During the summer of 2020, the school is being cleaned and prepared for occupancy as follows:**

FOR EACH CLASSROOM:

- Removal of all classroom rugs, cloth/fabric chairs/bean bags, stuffed animals etc. from school
- All items removed from classrooms
- All walls, shelves, window ledges, “coat room” areas and floors cleaned and disinfected.
- Student desks return to classroom and then cleaned and disinfected
- Essential items returned to classroom (per teacher designation) Extra items / furniture stored off the school campus to allow for extra space to “social distance” in each classroom. All furniture cleaned and disinfected.

LIBRARY / MUSIC ROOM / COMPUTER LAB / FACULTY ROOM / OFFICE / GYM / BATHROOMS:

- All books, surfaces, shelves, chairs and tables in the Library cleaned and disinfected in Library
- All desks / shelves and floor in Computer Lab, Music Room and Faculty Room and Office cleaned and disinfected.
- All gym equipment cleaned and disinfected
- Student bathrooms cleaned and disinfected then closed for the summer and steps repeated prior to first day of school year.

OTHER:

- Clear shields will be installed on each student desk and the office Administrative Assistant desk **at the beginning of the school year.**

**During the school year of 2020-2021, the school will be cleaned and prepared for daily occupancy as follows at frequency noted: (Yellow and Green)**

- Each afternoon teachers and/or staff will clean desk tops, chairs, door knobs, light switches and any other “common surfaces” after students have exited the building. (In consultation with EPA guidelines and our representative from Allegheny Supply, surfaces must first be “cleaned” before they are disinfected.) Gloves will be provided for cleaning. During the YELLOW PHASE, these surfaces may be cleaned and disinfected mid-day as well or as needed
- Each evening, the school maintenance staff will clean / disinfect student and faculty bathrooms
- Each evening classrooms will be disinfected including all desk surfaces and commonly touched surfaces and floors

- Other:
  - (MASS) If/When church attendance is permitted, pew seats and backs will be cleaned and disinfected one hour prior to students arriving in church. Other protocols for attending Mass (social distancing, masks, use of books/hymnals etc.) will be added as further directives are received from Bishop Mark Bartchak from the Altoona Johnstown Diocese, our church Pastor and as informed by state guidelines.
  - (Gym Equipment) Each week, all equipment will be disinfected between classes and at the end of each Gym day. Equipment will be locked up and not be accessible to any persons outside of St. Peter School staff and students. The Hall floor where Gym classes are held will be cleaned and disinfected each week prior to Gym classes.
  - Hand sanitizer stations may be added to the Library, Hall, Computer Lab, Music Room and entrances
  - (Classroom Toys / Games / Classroom Libraries/ Etc.)
    - During the YELLOW and GREEN Phases, extra precautions will be taken concerning classroom toys/games. Classroom toys and games in the primary grades will be rotated and disinfected daily as appropriate and feasible. Students will wash hands prior to and after use. Students will use their own art supplies.
    - If necessary or during the YELLOW PHASE, during recess, students can only play with items they bring to school and items will be kept in bookbags when not in use and be sent home daily and not to be shared.
    - Classroom libraries will also have protocols that include “quarantining” books once touched for 3 days then disinfected and returned to circulation.
  - (Playground Equipment for Recess)
    - During GREEN: Playground balls and jump-ropes will be cleaned and disinfected each afternoon at the end of the school day. Due to staggered recesses (see Social Distancing Domain) items will be divided for each recess group to decrease number of students using items. Students will wash hands prior to and after Recess daily.
    - During YELLOW: Playground equipment will not be used
  - (Library)
    - Student books will be due/returned one day prior to Library Day. All books will be cleaned / disinfected and then quarantined for 1 week.
    - On Library days, classes will have staggered attendance (see Social Distancing Domain) and tables/desks will be disinfected between classes. Students will also wash hands prior to Library and after.

- (Ventilation)
  - The school has ample windows that are safe to open and close and provide adequate airflow. When weather permits, windows will be open in classrooms and the office as well as any other buildings.
  - The school also has industrial ceiling exhaust system in the hallway that will be used to aid airflow when students are in the school building.
  
- (Drinking Fountains)
  - The drinking fountains in the school will be closed during YELLOW and GREEN but will be cleaned and disinfected daily. Students will bring water bottles daily and they can request them to be refilled by the office staff as needed. Staff will wash hands prior to and after filling water bottles. Touchless water fountains and **water bottle filling stations are planned to be installed during the fall of 2020.**

**2. HOW WILL YOU PROCURE ADEQUATE DISINFECTION SUPPLIES MEETING OSHA AND [CDC REQUIREMENTS FOR COVID-19](#)?**

St. Peter School contracts with Allegheny Supply for all its chemical cleaners/disinfectants/cleaning systems and personal safety items. Safety Data Sheets for all cleaners and disinfectants are kept up to date at the school location. All disinfectants meet the EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19

Allegheny Supply  
PO box 186  
Duncansville, PA 16635  
(814) 696-1315  
[www.alleghenysupply.com](http://www.alleghenysupply.com)

**3. HOW OFTEN WILL YOU IMPLEMENT CLEANING, SANITATION, DISINFECTING, AND VENTILATION PROTOCOLS/PROCEDURES TO MAINTAIN STAFF AND STUDENT SAFETY?**

As stated above, cleaning procedures will be done daily. Commonly touched items will be disinfected two times a day during the YELLOW PHASE. During any "breaks" (Thanksgiving, Christmas, Easter) maintenance staff will clean and disinfect more broadly.

**4. WHAT PROTOCOLS WILL YOU PUT IN PLACE TO CLEAN AND DISINFECT THROUGHOUT AN INDIVIDUAL SCHOOL DAY?**

During GREEN:

- Students in grades 4-6 will be permitted to change classes and desks will be disinfected between switching of classes.
- Students will wash hands before and after phys-ed classes, before and after lunch, after recess as well as often through the day. Hand sanitizers are located in each classroom and students will be encouraged to use them anytime.
- Daily cleaning and disinfecting of all desk surfaces and commonly touched items

During YELLOW:

- Same as GREEN with addition of disinfecting commonly touched items mid-day and students in grades 4-6 will not change classes

**5. 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?**

The following stakeholders will be trained as follows:

- (Parents) The St. Peter School Health and Safety Plan will be posted on the school website and sent home digitally prior to the start of the school year. Parents will be invited to attend an “in person” Health and Safety Awareness Night in September to discuss the Health and Safety Plan and answer any questions. Parents will also be able to view all cleaning products. There will also be information presented about how to reinforce correct hand-washing with children at home as well as good protocols for cleaning bookbags, lunch boxes and face masks at home.
- (Students) St. Peter School students will receive explicit instruction and practice time for appropriate protocols (temperature taking, hand-washing, cough and sneeze actions, care of belongings etc.) during the first week of school. Time will be built into daily schedules to allow for these new procedures.
- (Teachers and Staff) St. Peter School Faculty and Staff will have mandated training prior to the start of the school year on the following:
  - Proper use of cleaners and disinfectants
  - Appropriate and recommended frequency of hand washing
  - General COVID-19 knowledge

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><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>• Focused daily clean / disinfect surfaces, common areas and objects, bathrooms.</li> <li>• High contact areas may be cleaned a second time during the day.</li> <li>• All library books cleaned and disinfected and “quarantined” for 6 days before returning to shelves</li> <li>• All gym equipment cleaned and disinfected between classes</li> <li>• Daily cleaning and disinfecting of all student and faculty bathrooms</li> <li>• Water fountains will be closed. A touchless water bottle filler station may be provided to limit contact</li> <li>• Current hand sanitizer dispensers will be available at all times and additional ones may be added to the office, library, gym area, Music room, school entrances and computer lab</li> <li>• An electrostatic cleaner will be used</li> </ul>	<ul style="list-style-type: none"> <li>• Focused daily clean / disinfect surfaces, common areas and objects, bathrooms.</li> <li>• High contact areas may be cleaned a second time during the day.</li> <li>• All library books cleaned and disinfected and “quarantined” for 6 days before returning to shelves</li> <li>• All gym equipment cleaned and disinfected between classes</li> <li>• Daily cleaning and disinfecting of all student and faculty bathrooms</li> <li>• Water fountains will be closed. A touchless water bottle filler station may be provided to limit contact</li> <li>• Current hand sanitizer dispensers will be available at all times and additional ones may be added to the office, library, gym area, Music room, school entrances and computer lab</li> <li>• An electrostatic cleaner will be used</li> </ul>	<p>Mr. Charlie Sanner Maintenance Supervisor</p> <p>Teachers and Staff</p>	<p>Cleaning / Disinfectant Supplies</p> <p>Touchless Bottle Filler</p> <p>Electrostatic Cleaner</p>	<p>Y</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)
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<ul style="list-style-type: none"> <li>• Signage will be installed to remind students of good hygiene habits</li> <li>• Each classroom teacher will be supplied with appropriate cleaning cloths and approved surface disinfectant for use at any time.</li> <li>• Explicit Instruction of hand-washing, proper coughing and sneezing motions including practice</li> </ul>	<ul style="list-style-type: none"> <li>• Signage will be installed to remind students of good hygiene habits</li> <li>• Each classroom teacher will be supplied with appropriate cleaning cloths and approved Surface disinfectant for use at any time.</li> <li>• Explicit Instruction of hand-washing, proper coughing and sneezing motions including practice</li> </ul>	<p>Mrs. Jill Harris, Principal</p> <p>Mrs. Carlye Grosholz, Teacher</p>	<p>Signs</p> <p>Disinfectant Bottles and cloths</p> <p>Hand Washing:</p> <p>Hand Sanitizer:</p>	<p>N</p>



## Social Distancing and Other Safety Protocols

### Key Questions and Summary of Responses

- **How will classrooms/learning spaces be organized to mitigate spread?**
  - St. Peter School has seven classroom - one for each grade K-6. The classrooms are of adequate size to allow for social distancing in the GREEN and YELLOW phase for a full capacity classroom. To this end, excess furniture and classroom will be removed.
  - New hooks are being added to student coat rooms to appropriately space student belongings during the day.
  - Bins will be added next to student desks to hold books and learning materials as needed and avoid the need to distribute frequently
  - Students will use only their own supplies (writing utensils, glue, scissors, crayons etc.) Shared items will be properly cleaned between uses.
  - Student desks will be equipped with clear safety shields at the beginning of the school year
  - Phys-ed classes will be held outdoors as often as possible (weather permitting)
  - Classroom tables will be replaced with individual desks in Kindergarten and Room 6.
  - Students will continue to eat lunch in classrooms
  - Hand sanitizer stations in all student-occupied areas will be available for use at any time
  - Signage will be installed in all classroom and common areas
  
- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**
  - During the GREEN phase, students will change classes with appropriate disinfecting of desks and surfaces between classes as feasible. The master schedule will be modified to allow for time between classes for proper cleaning and disinfecting and hand sanitizing as feasible.
  - In rooms where social distancing is not possible, students will be taught in homerooms (Guidance, Music)
  - During the YELLOW phase, student will not change classes for most classes and teachers will move from room to room.
  - The school's PTA serves a "Hot Lunch" 1-2 times a month in the Church Hall where students sit together at tables. When possible, these lunches will be scheduled and either served outside (weather permitting) or served in classrooms during the GREEN PHASE.

- **What policies and procedures will govern use of other communal spaces within the school building?**
  - Recess times will be staggered as feasible to limit number of students on play areas in both phases
  - Staggering of students in library with handwashing prior to selecting books and after
  - Communal spaces will be governed by the school building schedule to limit interactions of groups.
  - Social distancing and cleaning/disinfecting protocols will be used as feasible when attending Mass in the church building.
  - Teachers will help develop a plan to limit number of students in hallways between classes
  - Hallways will have “markers” on the walls to display appropriate distancing when in the hallway for any reason.
  - During the YELLOW AND GREEN PHASE those parents who pick students up by car will be encouraged to pull up to the ramp entrance. Students will be properly spaced in the hallway or remain in homerooms and called to the “pickup” door using the PA
  
- **How will you utilize outdoor space to help meet social distancing needs?**
  - Students will have phys-ed classes outdoors as weather permits
  - Teachers will be encouraged to take students outside for instruction as feasible and make use of a future planned outside parish pavilion
  
- **What hygiene routines will be implemented throughout the school day?**
  - Explicit instruction to all students about proper hand-washing
  - Washing hands upon entering the building, before and after lunch, recess, Library, Phys-Ed, Mass and before and after AM snack (Grades K-2)
  
- **How will you adjust student transportation to meet social distancing requirements?**
  - Use of hand-sanitizer before boarding buses
  - Parents will be encouraged to provide their own transportation when and if they feel necessary
  - Members of the same household will be encouraged to sit together on buses
  - Cooperation with local school district transportation guidelines including use of masks and social distancing
  - St. Peter School start time was delayed 10 minutes to accommodate local school district “staggered” arrival times. The new start time is 7:45am
  - Students will enter the building and after screening will go directly to homerooms

- **What visitor and volunteer policies will you implement to mitigate spread?**
  - Parents picking students up early or signing them in late will do so at the school entrance instead of the office to limit exposure to extra people
  - Visitors will be restricted. Deliveries will not proceed past the front entrance.
  - Parent volunteers for door duty each morning will be limited to the door area and wear masks. Recess volunteers will only be used during Outside Recess and will remain outside for the staggered recess times. Younger siblings will not be permitted to accompany volunteers. These volunteers will wear masks at all times.
  - The school administration will coordinate with the Director of Religious Education to ensure safety guidelines and restrictions are in place during CCD classes on Sunday that occur in classrooms and other common areas.
  
- **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**
  - Social distancing and safety protocols will be consistent in grades K-6
  
- **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?**
  - (Parents) The St. Peter School Health and Safety Plan will be posted on the school website and sent home in print prior to the start of the school year. Parents will also attend an “in person” Health and Safety Awareness Night during which the Plan is presented, discussed and any questions answered. Parents will also be able to view all cleaning products. We will also have a local physician present the most up to date information about the Covid pandemic and the county designations. There will also be information presented about how to reinforce correct hand-washing with children at home as well as good protocols for cleaning bookbags, lunch boxes and face masks at home.
  - (Students) St. Peter School students will receive explicit instruction and practice time for appropriate protocols (temperature taking, hand-washing, cough and sneeze actions, care of belongings etc.) during the first week of school. Time will further be built into the student schedules to allow for a smooth transition to adopting these new procedures.
  - (Teachers and Staff) St. Peter School Faculty and Staff will have mandated training prior to the start of the school year on the proper use of cleaners and disinfectants for use at the end of the day and (Grades 4-6 only) use between class change including hands-on practice and appropriate and recommended frequency of hand washing
  - Results of stakeholder preparedness will be measured by observation and feedback. Continued training and reminders will be provided throughout the school year as well.

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><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>• Replacement of tables with individual desks in Kindergarten and Room 6</li> <li>• Desks can and will be appropriately distanced for GREEN and YELLOW and will allow for full capacity during both phases</li> <li>• Classroom rugs and excess furniture removed</li> <li>• Additional hooks installed in “coat rooms” for spacing of personal items</li> <li>• Individual bins beside desks for supplies, books and lunchboxes</li> </ul>	<ul style="list-style-type: none"> <li>• Replacement of tables with individual desks in Kindergarten and Room 6</li> <li>• Desks can and will be appropriately distanced for GREEN and YELLOW and will allow for full capacity during both phases</li> <li>• Classroom rugs and excess furniture removed</li> <li>• Additional hooks installed in “coat rooms” for spacing of personal items</li> <li>• Individual bins beside desks for supplies, books and lunchboxes</li> </ul>	<p>Mrs. Jill Harris, Principal</p> <p>Mr. Charlie Sanner, Maintenance</p> <p>Teachers and Staff</p>	<p>Signage</p> <p>Storage Bins</p> <p>Coat Hooks</p>	<p>N</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• Students continue to eat lunch in classrooms</li> <li>• Modifications to Hot Lunch meals served by PTA to include outdoor eating or eating in classrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Students continue to eat lunch in classrooms</li> <li>• Modifications to Hot Lunch meals served by PTA to include outdoor eating or eating in classroom</li> </ul>	<p>Mrs. Jill Harris - Principal</p> <p>PTA Leadership</p> <p>Maintenance Staff</p>	<p>Modifications to schedules</p> <p>Serving stations in school</p>	<p>N</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)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>• Regular handwashing times will be implemented and will include before and after Phys-Ed, Library, Mass, lunch, recess and AM snack time (Grades K-2) as well as other times.</li> <li>• Hand sanitizer will be monitored and encouraged by teachers</li> <li>• Student and staff training about appropriate hand-washing techniques and include reminders in morning announcements as well as signage posted</li> <li>• Students will have access to hand sanitizer in the classroom at all times.</li> <li>• Additional hand sanitizer dispensers added to communal areas and school entrances</li> </ul>	<ul style="list-style-type: none"> <li>• Regular handwashing times will be implemented and will include before and after Phys-Ed, Library, Mass, lunch, recess and AM snack time (Grades K-2) as well as other times.</li> <li>• Hand sanitizer will be monitored and encouraged by teachers</li> <li>• Student and staff training about appropriate hand-washing techniques and include reminders in morning announcements as well as signage posted</li> <li>• Students will have access to hand sanitizer in the classroom at all times</li> <li>• Additional hand sanitizer dispensers added to communal areas and school entrances</li> </ul>	<p>Mrs. Jill Harris, Principal</p> <p>Faculty / Staff</p> <p>Maintenance Staff</p>	<p>Additional hand sanitizer dispensers in all rooms</p> <p>Signs</p> <p>Local district nurse and/or medical personnel</p> <p>CDC Guidelines</p>	<p>N</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)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>Signs will be posted in all classrooms, bathrooms and hallways to remind students and staff of everyday good hygiene and protective measures to reduce the spread of germs</li> </ul>	<ul style="list-style-type: none"> <li>Signs will be posted in all classrooms, bathrooms and hallways to remind students and staff of everyday good hygiene and protective measures to reduce the spread of germs</li> </ul>	<p>Mrs. Jill Harris, Principal</p> <p>Maintenance Staff</p>	<p>Signs</p>	<p>N</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)
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>Parents picking students up early or signing them in late will do so at the school entrance instead of the office to limit exposure to extra people</li> <li>Visitors will be restricted. Deliveries will not proceed past the front entrance.</li> <li>Parent volunteers for door duty each morning will be limited to the door area and wear masks. Recess volunteers will only be used during Outside Recess and will remain outside for the staggered recess times. Younger siblings will not be permitted to accompany volunteers. These volunteers will wear masks at all times.</li> <li>The school administration will coordinate with the Director of Religious Education to ensure safety guidelines and restrictions are in place during CCD classes on Sunday that occur in classrooms and other common areas.</li> </ul>	<ul style="list-style-type: none"> <li>Parents picking students up early or signing them in late will do so at the school entrance instead of the office to limit exposure to extra people</li> <li>Visitors will be restricted. Deliveries will not proceed past the front entrance.</li> <li>Parent volunteers for door duty each morning will be limited to the door area and wear masks. Recess volunteers will only be used during Outside Recess and will remain outside for the staggered recess times. Younger siblings will not be permitted to accompany volunteers. These volunteers will wear masks at all times.</li> <li>The school administration will coordinate with the Director of Religious Education to ensure safety guidelines and restrictions are in place during CCD classes on Sunday that occur in classrooms and other common areas.</li> </ul>	<p>Mrs. Jill Harris, Principal</p> <p>Office Staff</p>	<p>Parent Sign-in and Sign-out station at school entrance</p> <p>Hand sanitizer stations in office and entranceways</p>	<p>N</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)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>• Staggered recess</li> <li>• Outdoor phys-ed classes as weather permits</li> <li>• Students wash hands before and after phys-ed classes</li> <li>• Cleaning of phys-ed items between classes as feasible</li> <li>• Limited or no activities that require students to come in contact each other</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered recess</li> <li>• Outdoor phys-ed classes as weather permits</li> <li>• Students wash hands before and after phys-ed classes</li> <li>• Cleaning of phys-ed items between classes as feasible</li> <li>• Limited or no activities that require students to come in contact each other</li> </ul>	<p>Administration and Faculty</p>	<ul style="list-style-type: none"> <li>• Cleaning supplies</li> <li>• Hand washing soap and washing area</li> <li>• Extra gym supplies for less sharing as feasible</li> </ul>	<p>N</p>
<p><b>Limiting the sharing of materials among students</b></p>	<ul style="list-style-type: none"> <li>• Students will use only their own supplies (writing utensils, scissors, glue etc.) provided by parents. New and/or clean supplies will be available as needed</li> <li>• Any shared items will be cleaned between use as possible</li> <li>• Math manipulatives, other instructional student items will be bagged and given to individual students for use as feasible</li> </ul>	<ul style="list-style-type: none"> <li>• Students will use only their own supplies (writing utensils, scissors, glue etc.) provided by parents. New and/or clean supplies will be available as needed.</li> <li>• Any shared items will be cleaned between use as possible</li> <li>• Math manipulatives, other instructional student items will be bagged and given to individual students for use as feasible</li> </ul>	<p>Administration, Parents, Teachers</p>	<ul style="list-style-type: none"> <li>• Extra supplies for those unable to purchase for themselves</li> <li>• Cleaning supplies</li> <li>• Extra instructional materials as needed and as feasible</li> </ul>	<p>N</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)
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Communal spaces will be governed by the school building schedule to limit interactions of groups.</li> <li>Recess times will be staggered</li> <li>Staggering of students in library with handwashing prior to and after selecting books</li> <li>Social distancing and cleaning/disinfecting protocols will be used as feasible when attending Mass in the common church building.</li> <li>Teachers will help develop a plan to limit number of students in hallways between classes</li> <li>Markers will be added in the hallway to indicate social distancing when students move in hallway</li> </ul>	<ul style="list-style-type: none"> <li>Communal spaces will be governed by the school building schedule to limit interactions of groups.</li> <li>Recess times will be staggered</li> <li>Staggering of students in library with handwashing prior to and after selecting books</li> <li>Social distancing and cleaning/disinfecting protocols will be used as feasible when attending Mass in the common church building.</li> <li>Teachers will help develop a plan to limit number of students in hallways between classes</li> <li>Markers will be added in the hallway to indicate social distancing when students move in hallway</li> </ul>	Principal / Teachers / Staff / Maintenance Staff / Pastor	Schedules  Cleaning and Disinfecting supplies in Library and Church	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<ul style="list-style-type: none"> <li>• Use of hand-sanitizer before boarding buses and all students washing hands upon entering the school building</li> <li>• Parents will be encouraged to provide their own transportation when and if they feel it is necessary</li> <li>• Members of the same household will be encouraged to sit together on buses</li> <li>• Cooperation with local school district transportation guidelines and protocol</li> <li>• St. Peter School start time was delayed 10 minutes to accommodate local school district “staggered” arrival times. The new start time is 7:45am</li> <li>• Students will enter the building and after screening will go directly to homerooms</li> </ul>	<ul style="list-style-type: none"> <li>• Use of hand-sanitizer before boarding buses and all students washing hands upon entering the school building</li> <li>• Parents will be encouraged to provide their own transportation when and if they feel it is necessary</li> <li>• Members of the same household will be encouraged to sit together on buses</li> <li>• Cooperation with local school district transportation guidelines and protocol</li> <li>• St. Peter School start time was delayed 10 minutes to accommodate local school district “staggered” arrival times. The new start time is 7:45am</li> <li>• Students will enter the building and after screening will go directly to homerooms</li> </ul>	Principal  Local transportation representatives  Parents  Bus Drivers	Schedules  Hand Sanitizers Stations  Local transportation protocols	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>• Students will be appropriately distanced in classrooms using the entire room and reducing extra furniture and rugs</li> <li>• Additional hooks in coat rooms to space student belongings</li> <li>• Bins will be added to next to desks for books and supplies to reduce movement of students and limit distributing of materials</li> <li>• Student desks will be equipped with clear safety shields</li> <li>• Phys-ed classes will be held outdoors (weather permitting). Larger classes may be staggered for phys-ed classes</li> <li>• Classroom tables will be replaced with desks in Kindergarten and Room 6</li> <li>• Students will continue to eat lunch in classrooms</li> <li>• Hand sanitizer stations in all student-occupied areas will be available and encouraged</li> <li>• Signage will be installed in all classroom and common areas</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be appropriately distanced in classrooms using the entire room and reducing extra furniture and rugs</li> <li>• Additional hooks in coat rooms to space student belongings</li> <li>• Bins will be added next to desks for books and supplies to reduce movement of students and limit distributing materials</li> <li>• Student desks will be equipped with clear safety shields</li> <li>• Phys-ed classes will be held outdoors (weather permitting). Larger classes may be staggered for phys-ed classes</li> <li>• Classroom tables will be replaced with desks in Kindergarten and Room 6</li> <li>• Students will continue to eat lunch in classrooms</li> <li>• Hand sanitizer stations in all student-occupied areas will be available and encouraged</li> <li>• Signage will be installed in all classroom and common areas</li> </ul>	Administration  Maintenance  Teachers	Plastic bins  Coat Hooks  Lexan Desk Shields  New Desks  Hand Sanitizing Stations  Signs	

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<ul style="list-style-type: none"> <li>Contact all local childcare facilities contracted by St. Peter School families to discuss their protocols and procedures</li> <li>Contact all school districts where St. Peter School student reside to coordinate any transportation procedures and protocols</li> </ul>	<ul style="list-style-type: none"> <li>Contact all local childcare facilities contracted by St. Peter School families to discuss their protocols and procedures</li> <li>Contact all school districts where St. Peter School student reside to coordinate any transportation procedures and protocols</li> </ul>	Principal / Office Staff	Contact Information for local childcares and school districts	N
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>A shield will be installed at the office desk</li> <li>A temporary “quarantine” area has been set up in the school office for students or teachers/staff with any medical need including COVID-19 symptoms that protects their identity and provides a safe separate place till they are dismissed or sent home.</li> </ul>	<ul style="list-style-type: none"> <li>A shield will be installed at the office desk</li> <li>A temporary “quarantine” area has been set up in the school office for students or teachers/staff with any medical need including COVID-19 symptoms that protects their identity and provides a safe separate place till they are dismissed or sent home.</li> </ul>			

## Monitoring Student and Staff Health

### Summary of Responses to 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?**
  - St. Peter School will rely on parent cooperation to monitor their children's health at home and informing the school of any possible symptoms, fever and/or exposure to others with COVID-19. Parents will also be asked to communicate with the school about travel.
  - St. Peter School will monitor student and teacher/staff temperatures daily during the GREEN and YELLOW phase and additional intervals during the day when and if necessary.
  - Daily checklists will be filled out by parents regarding student health and possible exposure to COVID-19
- **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)?**
  - Daily morning temperature check for teachers/staff/faculty and any others entering the school building during GREEN and YELLOW PHASE and one - two additional times during the day as feasible when necessary
- **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?**
  - Any student or staff who presents with symptoms of COVID-19, a fever or general feeling of unwellness will be assessed and, if warranted, will be sent home for further observation. There will be a temporary "quarantine" space designated in the school office with a privacy screen for students or staff waiting for family to pick up
  - St. Peter School's policy of "24 hours at home with no fever and no medication" will continue
  - CDC guidelines will be followed along with consultation with nursing personnel from Somerset School District and the local Department of Health to determine those at risk of exposure and recommended quarantine / isolation
- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?**
  - Per CDC guidelines and diocesan directives, the administration will consult with the local Department of Health office, nursing staff from Somerset Area School District and the Diocese of Altoona Johnstown to determine the best action with respect to quarantine and isolation. [CDC Guidelines about Closing Schools](#)

- **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?**
  - Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building.
  - Any staff or student who is uncomfortable returning to school after a doctor states it is safe for them to do so, will be handled on a case by case basis.
  
- **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?**
  - We will be in close communication with all families using the School Messenger System and individual communication. Students who are unable or uncomfortable to return will work with the administration and teachers to find a safe solution which may include temporary remote learning until the time parents feel safe to return their child to school
  
- **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?**
  - St. Peter School Health and Safety Plan will be posted on the school website, the Altoona-Johnstown Diocesan website and made available to parents digitally. Any changes that occur will be updated and those changes communicated in the same way.
  - St. Peter School will consult with the local Department of Health and Diocese of Altoona-Johnstown to appropriately notify families of a confirmed staff or student diagnosis of COVID-19.
  
- **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?**
  - The administration will work with local health officials to provide a mandatory faculty and staff training prior to the start of the 2020-2021 school year about COVID-19, signs and symptoms and protocols for monitoring student and staff health

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><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>Students will have their temperature checked upon entering the building</li> <li>Temperatures may be checked 1-2 more times intermittently throughout the day when and if necessary</li> <li>Parents and Staff will submit a daily signature to verify that students and staff have not had a fever in the last 24 hours / exhibited symptoms of COVID-19 or been exposed to someone with a positive COVID-19 test.</li> <li>Any indication of an elevated temperature will result in a second check in 15-20 minutes to ensure accuracy</li> <li>Students who present with a fever may be asked to return home for observation.</li> <li>Students sent home with a fever are not permitted to return to school until child is fever-free for 24 hours without medication. Upon return to school, parents will sign a statement about above to ensure compliance.</li> <li>Staff members will receive a temperature check when signing in at the office</li> <li>A staff member who presents with a fever may be asked to return home and not return until he/she is fever free for 24 hours without medication.</li> </ul>	<ul style="list-style-type: none"> <li>Students will have their temperature checked upon entering the building</li> <li>Temperatures may be checked 1-2 more times intermittently throughout the day when and if necessary</li> <li>Parents and Staff will submit a daily signature to verify that students and staff have not had a fever in the last 24 hours / exhibited symptoms of COVID-19 or been exposed to someone with a positive COVID-19 test</li> <li>Any indication of an elevated temperature will result in a second check in 15-20 minutes to ensure accuracy</li> <li>Students who present with a fever may be asked to return home for observation.</li> <li>Students sent home with a fever are not permitted to return to school until child is fever-free for 24 hours without medication. Upon return to school, parents will sign a statement about above to ensure compliance.</li> <li>Staff members will receive a temperature check when signing in at the office</li> <li>A staff member who presents with a fever may be asked to return home and not return until he/she is fever free for 24 hours without medication.</li> </ul>	<p>Administration</p> <p>Office Personnel</p> <p>Faculty &amp; Staff</p> <p>Medical Professional for training with thermometers</p>	<p>Temperature Scanners and “No Touch” Infrared Thermometers</p> <p>Daily Questionnaire</p>	<p>Y</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)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>Any person who demonstrates symptoms of COVID-19 will remain isolated in a predetermined location until he/she is able to safely leave the school</li> <li>Any person waiting for pick-up will not be identified publicly all effort will be made to reduce stigma</li> <li>A temporary “quarantine” area has been created in the school office for use anytime a student or staff requires isolation or further monitoring.</li> <li>If a student, faculty or staff member tests positive for COVID-19, St. Peter School will contact the local health officials to determine a course of action which could include a closing of 2-5 days</li> <li>Per CDC guidelines, “Any decision about school dismissal or cancellation of e events should be made in coordination with your local health officials. Schools are not expected to make decisions about dismissals on their own.”</li> <li><a href="#">CDC School Guidelines</a></li> </ul>	<ul style="list-style-type: none"> <li>Any person who demonstrates symptoms of COVID-19 will remain isolated in a predetermined location until he/she is able to safely leave the school</li> <li>Any person waiting for pick-up will not be identified publicly and all effort will be made to reduce stigma</li> <li>A temporary “quarantine” area has been created in the school office for use anytime a student or staff requires isolation or further monitoring.</li> <li>If a student, faculty or staff member tests positive for COVID-19, St. Peter School will contact the local health officials to determine a course of action which could include a closing of 2-5 days</li> <li>Per CDC guidelines, “Any decision about school dismissal or cancellation of e events should be made in coordination with your local health officials. Schools are not expected to make decisions about dismissals on their own.”</li> <li><a href="#">CDC School Guidelines</a></li> </ul>	<p>Mrs. Jill Harris, Principal</p> <p>Somerset Area School District Health Personnel</p> <p>Office Staff</p>	<p>Isolation Location and Privacy Protocols</p> <p>Contact Information for Local Department of Health Office</p>	<p>N</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)
<b>* Returning isolated or quarantined staff, students, or visitors to school</b>	<ul style="list-style-type: none"> <li>Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building</li> </ul>	<ul style="list-style-type: none"> <li>Any person returning to campus after experiencing a confirmed case of COVID-19 must have a doctor's excuse saying that returning to school is safe for both the individual who recovered and others in the building</li> </ul>	<p>Mrs. Jill Harris, Principal</p> <p>Office Staff</p>		N
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>All school closures or changes in safety protocols related to COVID-19 will be communicated to families through School Messenger and the school website with consultation with local health officials and the Altoona Johnstown Diocese.</li> </ul>	<ul style="list-style-type: none"> <li>All school closures or changes in safety protocols related to COVID-19 will be communicated to families through School Messenger and the school website with consultation with local health officials and the Altoona Johnstown Diocese.</li> </ul>	<p>Mrs. Jill Harris, Principal</p>	<p>School Messenger</p> <p>Family Contact Information</p>	N
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>The Administration will communicate with the local PA Department of Health and local school nurses and the Education Office of the Diocese of Altoona-Johnstown to actively monitor all information that is relevant to the COVID-19 crisis.</li> </ul>	<ul style="list-style-type: none"> <li>The Administration will communicate with the local PA Department of Health and local school nurses and the Education Office of the Diocese of Altoona-Johnstown to actively monitor all information that is relevant to the COVID-19 crisis.</li> </ul>	<p>Mrs. Jill Harris, Principal</p>	<p>Local Department of Health Contact Information</p> <p>Up to Date CDC and PDE guidelines</p>	N

## Other Considerations for Students and Staff

### Summary of Responses to Key Questions:

Our Health and Safety Plan was published on July 15<sup>th</sup>. On July 17<sup>th</sup> the Pennsylvania Department of Education released new directives that all students, staff and visitors age two and older while in school entities are required to wear masks when they could not be spaced 6' apart. On Monday, August 17<sup>th</sup>, PDE further directed that students, staff and visitors age two and older while in school entities are required to wear masks at all time, regardless of 6' spacing. The St. Peter School Phased Reopening Health and Safety Plan was then revised as follows:

- **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**
  - St. Peter School understands there are different phases in the response to COVID-19 and understands our responsibility to follow state, local and diocesan guidelines. We also understand that face coverings may be challenging for students to wear in all-day settings such as school.
  - Students, teachers, staff and visitors will wear face coverings throughout the school day unless eating or drinking, or during a "mask break" when students are 6' apart or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
  - Students who have a medical or mental health condition or disability that precludes the wearing of a face covering in school must provide medical documentation from a doctor.
  - Face coverings will be provided by parents and should fit properly and securely and be cleaned regularly.
  - The St. Peter School Administrative Assistant and other office personnel will use a face shield and protective gear anytime a student comes to the office for any medical or first aid situation that may require close contact
  - Directives about masks on public school district transportation will be decided by each district.
  
- **What special protocols will you implement to protect students and staff at higher risk for severe illness?**
  - Students with a compromised immune system and/or at higher risk for health complications will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. Specific plans may be created for a specific student or students in consultation with said student(s)' parents and doctors.
  - Faculty or staff with a compromised immune system or at higher health risk will be addressed on a case by case basis

- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**
  - St. Peter School will advertise for additional substitute teachers during the summer of 2020 and be certain they have obtained all mandated background checks, clearance and trainings prior to working at St. Peter School per state and diocesan requirements. They will also be informed about the school’s Health and Safety Plan prior to working at St. Peter School
  
- **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?**
  - St. Peter School will work with its IU08 and Somerset School District to ensure the St. Peter School community has access to appropriate trainings and support for health and safety concerns.
  - St. Peter School has included a social worker and a mental health therapist on its Pandemic Coordination Team who have also offered to provide input concerning social and emotional health of students and staff as needed.
  - St. Peter School receives Guidance services from the IU08 and she will be meeting with classes as a whole and on individual basis as needed.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>• Students with a compromised immune system and/or at higher risk for health complications will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. Specific plans may be created for a specific student or students in consultation with parents and doctors including virtual learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Students with a compromised immune system and/or are at a higher risk for health complications will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. Specific plans may be created for a specific student or students in consultation with parents and doctors including virtual learning.</li> </ul>	Mrs. Jill Harris, Principal	CDC Guidelines  Technology Resources	N

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)
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> <li>All teachers and staff and visitors are required to wear a face covering during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>All teachers and staff and visitors are required to wear a face covering during the school day.</li> </ul>	Administration  Teachers / Staff	Face Coverings	N
* Use of face coverings by older students (as appropriate)	<ul style="list-style-type: none"> <li>Students, teachers, staff and visitors will wear face coverings throughout the school day unless eating or drinking, or during a “mask break” when students are 6’ apart or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</li> <li>Students who have a medical or mental health condition or disability that precludes the wearing of a face covering in school must provide medical documentation from a doctor.</li> <li>Face coverings will be provided by parents and should fit properly and securely and be cleaned regularly.</li> <li>Directives about masks on public school district transportation will be decided by each district.</li> </ul>	<ul style="list-style-type: none"> <li>Students, teachers, staff and visitors will wear face coverings throughout the school day unless eating or drinking, or during a “mask break” when students are 6’ apart or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</li> <li>Students who have a medical or mental health condition or disability that precludes the wearing of a face covering in school must provide medical documentation from a doctor.</li> <li>Face coverings will be provided by parents and should fit properly and securely and be cleaned regularly.</li> <li>Directives about masks on public school district transportation will be decided by each district.</li> </ul>	Mrs. Jill Harris, Principal  Office Staff	Masks  Face Shields  Privacy Location for staff or students possibly sick	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<ul style="list-style-type: none"> <li>Appropriate accommodations will be made to fully support their safety and learning. Specific plans may be created for a specific student or students in consultation with parents and doctors including virtual learning.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate accommodations will be made to fully support their safety and learning. Specific plans may be created for a specific student or students in consultation with parents and doctors including virtual learning.</li> </ul>	Mrs. Jill Harris, Principal  Teachers	Technology resources  Doctor recommendations	N
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>St. Peter School administration and staff will work together to strategically assign staff to specific tasks / areas to help with all parts of the Health and Safety Plan.</li> </ul>	<ul style="list-style-type: none"> <li>St. Peter School administration and staff will work together to strategically assign staff to specific tasks / areas to help with all parts of the Health and Safety Plan.</li> </ul>			

## 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
<b>Cleaning Protocols</b>	All employees	Mr. Charlie Sanner, Maintenance Supervisor	In Person and/or ZOOM	Training materials; Presenters	August 1, 2020	August 30, 2020
<b>COVID-19 Workshop &amp; Hygiene Practices</b>	All employees	Local school district nurse or available medical personnel	In Person and/or ZOOM	Training materials; Presenters	August 1, 2020	August 30, 2020
<b>Hygiene Practices</b>	Students	Local school district nurse or available medical personnel	In Person	Training materials; Presenters	September 1, 2020	September 15, 2020
<b>Health and Safety Plan Presentation &amp; Hygiene/Wellness Practices</b>	All employees, parents	Mrs. Jill Harris & Pandemic Coordination Committee Members	In Person and/or ZOOM	St. Peter School Health and Safety Plan; Presenters	August 1, 2020	August 30, 2020

## 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
<b>Health and Safety Plan</b>	Pandemic Committee	Mrs. Jill Harris, Principal	Google Docs, Email, In-person Meeting	6/22/20	6/22/20
<b>Parent Newsletter / Update</b>	All school families, faculty and staff	Mrs. Jill Harris, Principal	Email	6/24/20	N/A
<b>Parent Survey about School Concerns</b>	All school families, faculty and staff	Mrs. Jill Harris, Principal	Email	6/24/20	6/29/20
<b>All Future COVID-Related Matters</b>	Students, Teachers, Pastor, Families, Child Care Centers, Diocesan Leadership and local school district leadership	Mrs. Jill Harris	School Messenger (phone/email and SMS), school website, diocesan website of Altoona-Johnstown Diocese	Immediately	TBD

## Health and Safety Plan Summary: **St. Peter School**

Anticipated Launch Date: **July 15, 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
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>St Peter School, in accordance with state and CDC guidelines will ensure our building is cleaned and ready to safely welcome staff and students for the 2020-2021 school year. This includes how the building will be cleaned and prepared during the summer of 2020 and on a daily basis once the staff and students arrive. The protocol described was made in close consultation with chemical experts, state and local guidelines as well as medical experts to ensure not only the cleanliness of the school but also the safety and health of those in the building who will come in contact with surfaces. For the purposes of this plan, we will refer to “cleaning” as the use of general-purpose cleaners, we will refer to “disinfecting” as the chemical removal or “killing” of bacteria. All chemicals used in our protocol meet the EPA requirements for List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19.)</p> <p><b>During the summer of 2020, the school is being cleaned and prepared for occupancy as follows:</b>  <b>FOR EACH CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>• Removal of all classroom rugs, cloth/fabric chairs/bean bags, stuffed animals etc. from school</li> <li>• All items removed from classrooms</li> <li>• All walls, shelves, window ledges, “coat room” areas and floors cleaned and disinfected.</li> <li>• Student desks return to classroom and then cleaned</li> </ul>



Requirement(s)	Strategies, Policies and Procedures
	<p>and disinfected</p> <ul style="list-style-type: none"> <li>• Essential items returned to classroom (per teacher designation) Extra items / furniture stored off the school campus to allow for extra space to “social distance” in each classroom. All furniture cleaned and disinfected.</li> </ul> <p>LIBRARY / MUSIC ROOM / COMPUTER LAB / FACULTY ROOM / OFFICE/ GYM / BATHROOMS:</p> <ul style="list-style-type: none"> <li>• All books, surfaces, shelves, chairs and tables in the Library cleaned and disinfected in Library</li> <li>• All desks / shelves and floor in Computer Lab, Music Room and Faculty Room and Office cleaned and disinfected.</li> <li>• All gym equipment cleaned and disinfected</li> <li>• Student bathrooms cleaned and disinfected then closed for the summer and steps repeated prior to first day of school year.</li> </ul> <p>OTHER:</p> <ul style="list-style-type: none"> <li>• Clear shields will be installed on each student desk and the office Administrative Assistant desk for the YELLOW PHASE.</li> </ul> <p><b>During the school year of 2020-2021, the school will be cleaned and prepared for daily occupancy as follows at frequency noted: (Yellow and Green)</b></p> <ul style="list-style-type: none"> <li>○ Each afternoon teachers will clean desk tops, chairs, door knobs, light switches and any other “common surfaces” (In consultation with EPA guidelines and our representative from Allegheny Supply, surfaces must first be “cleaned” before they are disinfected.) Teachers will do this step daily after students have exited the building. Gloves will be provided for cleaning. During the YELLOW PHASE, these surfaces may be cleaned and disinfected mid-day as well</li> <li>○ Each evening, the school maintenance staff will clean / disinfect student and faculty bathrooms</li> <li>○ Each evening classrooms will be disinfected including all desk surfaces and commonly touched surfaces and floors</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<p>Other:</p> <ul style="list-style-type: none"> <li>○ <b>(MASS)</b> If/When church attendance is permitted, pew seats and backs will be cleaned and disinfected one hour prior to students arriving in church. Other protocols for attending Mass (social distancing, masks, use of books/hymnals etc.) will be added as further directives are received from Bishop Mark Bartchak from the Altoona Johnstown Diocese, our church Pastor and as informed by state guidelines.</li> <li>○ <b>(Gym Equipment)</b> Each week, all equipment will be disinfected between classes and at the end of each Gym day. Equipment will be locked up and not be accessible to any persons outside of St. Peter School staff and students. The Hall floor where Gym classes are held will be cleaned and disinfected each week prior to Gym classes.</li> <li>○ <b>Hand sanitizer stations</b> may be added to the Library, Hall, Computer Lab, Music Room and entrances</li> <li>○ <b>(Playground Equipment for Recess)</b> During GREEN: Playground balls and jump-ropes will be cleaned and disinfected each afternoon at the end of the school day. Due to staggered recesses (see Social Distancing Domain) items will be divided for each recess group to decrease number of students using items. During YELLOW: Playground equipment will not be used</li> <li>○ <b>(Library)</b> Student books will be due/returned one day prior to Library Day. All books will be cleaned / disinfected and then quarantined for 1 week. On Library days, classes will have staggered attendance (see Social Distancing Domain) and tables/desks will be disinfected between classes</li> <li>○ <b>(Ventilation)</b> The school has ample windows that are safe to open and close and provide adequate airflow. When weather permits, windows will be open in classrooms and the office as well as any other buildings. The school also has industrial ceiling exhaust system in the hallway that will be used to aid airflow when students are in the school building</li> </ul>



Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></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>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p>	<ul style="list-style-type: none"> <li>▪ Social distancing and cleaning/disinfecting protocols will be used as feasible when attending Mass in the church building.</li> <li>▪ Teachers will help develop a plan to limit number of students in hallways between classes</li> <li>▪ During dismissal, parents will be encouraged to pick up students in their cars at the side school entrance. Students will be distanced in the hallway while waiting or be dismissed directly from their classrooms</li>   <li>▪ Regular handwashing times will be implemented. Hand-washing and use of hand sanitizer will be monitored and encouraged by teachers. Students and staff will receive training about appropriate hand-washing techniques and include reminders in morning announcements as well as signage posted in classrooms, hallways and in restrooms. Students will have access to hand sanitizer in the classroom at all times. Additional hand sanitizer dispensers added to communal areas and school entrances.</li>   <li>▪ Signs will be posted in classrooms, in the school hallway and outside the school entrances to communicate protective measures</li>   <li>▪ Peter School will use staggered recess times. Playground equipment will be divided up for use between recess groups Playground equipment will not be used during the YELLOW PHASE.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Staggering the use of communal spaces and hallways</b></p>	<ul style="list-style-type: none"> <li>▪ St. Peter School students, with parent cooperation, will maintain their own materials and may consider weekly restocking and cleaning at home. Supplies will be available for students who may need them and they will be properly disinfected prior to sharing. Math manipulatives will be bagged per student as feasible.</li> <li>▪ Teachers will help organize a schedule for switching of classrooms and time in the hallway to reduce the number of people in the hallway at any given time. Markers will be posted on the hallway for students to visualize the 6' distance required when standing outside a classroom.</li> <li>▪ Staggering of student in Library; outdoor gym classes as weather permits, dismissal and arrival protocols</li> </ul>
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>▪ Students will wash hands and/or sanitize hands as they enter the building from their transportation and the same before leaving the building. Arrival and Dismissal protocols will be adjusted to lessen students congregating at entrances. Coordination with local school district transportation guidelines.</li> </ul>
<p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<ul style="list-style-type: none"> <li>▪ St. Peter School will replace tables with individual desks in Kindergarten and Room 6. Desks can and will be appropriately distanced for full capacity attendance. Classroom rugs and excess furniture will be removed.</li> <li>▪ Additional hooks installed in “coat rooms” for spacing of personal items. There will be Individual bins beside desks for supplies, books and lunchboxes for less movement of students during instructional days</li> </ul>
<p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p>	<ul style="list-style-type: none"> <li>▪ St. Peter School will contact local childcare facilities contracted by St. Peter School families to discuss their protocols and procedures during August 2020 for YELLOW and GREEN PHASES. We will also contact all school districts where St. Peter School student reside to coordinate any transportation</li> </ul>





## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>• Students with a compromised immune system and/or are at higher risk for health complications will be addressed on a case by case basis. Appropriate accommodations will be made to fully support their safety and learning. Specific plans may be created for a specific student or students in consultation with parents and doctors including virtual learning.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>• All teachers and staff and visitors are required to wear a face covering during the school day.</li> </ul>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>• Students, teachers, staff and visitors will wear face coverings throughout the school day unless eating or drinking, or during a “mask break” when students are 6’ apart or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</li> </ul>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>• Students who have a medical or mental health condition or disability that precludes the wearing of a face covering in school must provide medical documentation from a doctor.</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>• Face coverings will be provided by parents and should fit properly and securely and be cleaned regularly.</li> <li>• Directives about masks on public school district transportation will be decided by each district.</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>• Appropriate accommodations will be made to fully support their safety and learning. Specific plans may be created for a specific student or students in consultation with parents and doctors including virtual learning.</li> </ul>
<p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>• St. Peter School administration and staff will work together to strategically assign staff to specific tasks / areas to help with all parts of the Health and Safety Plan.</li> </ul>



**STATEMENT OF CHANGES OR EDITS TO THIS HEALTH AND SAFETY PLAN**

St. Peter School reserves the right to edit or modify this plan according to ongoing federal, state, local and diocesan guidelines as well as the local state of health changes. Any changes to this plan will be approved by the Pastor and communicated with St. Peter School stakeholders as well as the Education Office of the Altoona-Johnstown Diocese and any other required local and state entities.

**Changes and Revisions**

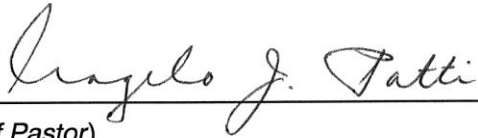
Date of Change(s)	Reasons
August 19, 2020	On August 17, 2020, PDE announced that students, staff and visitors are required to wear a face covering at all times during the school day.

## Health and Safety Plan Governing Body Affirmation Statement

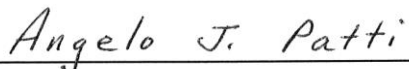
The Pastor of St. Peter School reviewed and approved the Phased School Reopening Health and Safety Plan on July 2, 2020.

Affirmed on: July 2, 2020

By:

A handwritten signature in cursive script that reads "Angelo J. Patti". The signature is written in black ink and is positioned above a horizontal line.

(Signature\* of Pastor)

The name "Angelo J. Patti" is printed in a simple, black, sans-serif font. It is positioned above a horizontal line.

(Print Name of Pastor)