



**Phased School Reopening  
Health and Safety Plan**

**ROYER- GREAVES SCHOOL FOR BLIND**

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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: Royer- Greaves School for Blind

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?
- 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? (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): August 25, 2020**

This plan is being developed in order to operate the educational program for students enrolled in the school. Royer-Greaves School for Blind is a program operated as part of Royer- Greaves Services. During the summer months, the school age program staff will collaborate with the adult services' staff provided on campus and in the community to develop implementation for social distancing and safety practices to support students with a range of students with disabilities.

## 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)
Jim Powers	Strategic Planning	Pandemic Coordinator
Vicky Mayer	Executive Director	Both (Plan Development and Response Team)
Debra Jerome	Assistant Executive Director	Both (Plan Development and Response Team)
Carolyn Muller	Special Education/School Program	Both (Plan Development and Response Team)
Michele Kraynak	Controller/Business Management	Both (Plan Development and Response Team)

<b>Domnic Odida</b>	Adult Services Program	Both (Plan Development and Response Team)
<b>Marcia Debes</b>	Licensing Compliance and Risk Management/Lifesharing	Both (Plan Development and Response Team)
<b>Keli Henderson</b>	Nursing/health	Health and Safety Plan
<b>Dana Kimbro</b>	Administrative Services	Both (Plan Development and Response Team)
<b>Charlie Wurst</b>	Buildings and Operations	Both (Plan Development and Response Team)

**Key Strategies, Policies, and Procedures**

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

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.

- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

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

- Royer-Greaves' HVAC systems have been cleaned and Ultra-Violet technology has been added.
- will be janitorial staff and contracted janitorial staff have conducted a deep-cleaning and sanitization of all Royer-Greaves facilities following the guidelines of the CDC and local Health Department.
- Royer-Greaves transportation vehicles will be cleaned prior to and after use
- Our cleaning supplies meet or exceed OSHA and CDC requirements.
- Deep-cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms in will be implemented in accordance with facility usage and will occur daily.
- In addition to the daily cleaning, janitorial staff will sweep the building routinely to disinfect high touch areas. Teachers, staff and/or students will use disinfectant wipes to clean desk and tabletops.
- Janitorial staff will complete training relative to COVID-19, mitigating infection and proper cleaning procedures.
- Teachers and staff will complete training relative to COVID – 19, mitigating infection and proper clearing procedures.
- Teacher and staff will be informed of the Phased Reopening Plan and be informed about daily disinfection procedures.

## 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:**
  - Janitorial staff and contracted janitorial staff have conducted a deep-cleaning and sanitization of Royer Greaves facilities following the guidelines of the CDC and local Health Department.
  - Our cleaning supplies meet or exceed OSHA and CDC requirements.
  - Deep-cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms in will be implemented in accordance with facility usage and will occur daily.
  - Teachers, staff and/or students will use disinfectant wipes to clean desk and tabletops.
  - Staff will complete training relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the Royer-Greaves Phased Reopening Plan and be informed about daily disinfection procedures.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<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>1. Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening.</p> <p>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.</p> <p>3. Hand sanitizer to be made available at all staff and guest entrances.</p> <p>4. Disinfectant wipes will be available in classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.)</p> <p>5. Toilet seat covers will be available in restrooms</p> <p>6. Discontinue use of water fountains. Encourage use of water bottles from home. Re-fill water bottles, providing single use disposable paper wipes. Provide water from Royer – Greaves single use purchased water bottles, when possible.</p>	<p>1. Complete deep-cleaning and sanitizing practices recommended by Health Department prior to re-opening.</p> <p>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.</p> <p>3. Hand sanitizer to be made available at all staff and guest entrances.</p> <p>4. Disinfectant wipes will be available in classrooms where staff and students can clean surfaces throughout the school day. (Gloves will be available, if requested.)</p> <p>5. Toilet seat covers will be available in restrooms</p> <p>5. Discontinue use of water fountains. Encourage use of water bottles from home or drink water from Royer – Greaves' purchased individual water bottles, when possible.</p>	<p>Charles Wurst, Building and Maintenance</p>	<p>Daily Cleaning Supplies Disinfectant Spray bottles Paper towels Toilet seat covers Hand sanitizer and Dispensers Face shields</p>	<p>Y</p>
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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>7. Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>8. Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>9. Royer-Greaves' student transportation vehicles will include sanitizing wipes, hand sanitizer, extra masks/face shields and gloves for use within the community.</p> <p>10. District/private transportation and buses will be surveyed regarding clearing practice to assure process meets or exceeds RG, OSHA and CDC recommendations</p>	<p>7. Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>8. Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p> <p>9. Royer-Greaves' student transportation vehicles will include sanitizing wipes, hand sanitizer, extra masks/face shields and gloves for use within the community.</p> <p>10. District/private transportation and buses will be surveyed regarding clearing practice to assure process meets or exceeds RG, OSHA and CDC recommendation\le.</p>			

<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>1.The building HVAC systems will be regularly inspected, and air filters are changed frequently.</p> <p>2. Ultraviolet technology has been added to the HVAC systems</p> <p>3. Buildings will maintain proper temperatures and air circulation.</p> <p>4. Our cleaning supplies meet or exceed OSHA and CDC requirements.</p> <p>5. Janitorial staff use an EA registered, healthcare-grade disinfectant and a nine-step cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering areas.</p> <p>6. Royer-Greaves' building and grounds' employees and contracted services completed training relative to COVID-19, mitigating infection and proper cleaning procedures</p>	<p>1.The building HVAC systems will be regularly inspected, and air filters are changed frequently.</p> <p>2. Ultraviolet technology has been added to the HVAC systems</p> <p>3.. Buildings will maintain proper temperatures and air circulation.</p> <p>4. Our cleaning supplies meet or exceed OSHA and CDC requirements.</p> <p>5. Janitorial staff use an EPA registered, healthcare-grade disinfectant and a nine-step cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering areas.</p> <p>. Royer-Greaves' building and grounds employees and contracted services completed training relative to COVID-19, mitigating infection and proper cleaning procedures</p>	<p>Charles Wurst, Building and Maintenance</p>	<p>Cleaning supplies Disinfectant Air filters</p>	<p>Y</p>
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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)

### 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:

- **Visitors:** - Parents/guardians can drop off items at main building. No parents or guardians are allowed in the school/office except to sign a student in or out, or for a scheduled meeting. All visitors will be required to wear a mask when on campus and in buildings. to the building will be discouraged or limited. Alternatively, the use of videoconferencing has been successful and will continue during the initial reopening period to allow relevant stakeholders access to the building.
- **Substitutes:** Contract agencies will be requested to maintain consistency of staff (same substitutes) to work within the program and limit new substitutes in the building as much as possible.
- **Nurses/Operations:** Hand sanitizers in every room; spray bottles/paper towels in every room. Clean after sneezing and coughing. Teachers to directly teacher/remind/reinforce students to sanitize and wash hands. Post signs in many areas to support proper hygiene and social distancing. Monitor restrooms to limit the number of students and 1:1 staff in the restroom to one student at a time.

- School Schedule: At 6 feet social distancing, the school program will continue with the current Monday - Friday schedule. Should individual student needs or enrollment exceed the building space limitations, a virtual learning option will be implemented. Students who are unable to attend due to personal medical or other risk factors, will have the option to attend virtually. A virtual option will be available to all students upon request.
- Classrooms will be arranged to maintain 6 feet of distance between students to the maximum extent feasible.
- The same students and staff will be grouped together as much as practical 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.
- All buildings/programs will follow the Royer-Greaves' Coronavirus 2019 Phased Reopening Procedures. This plan utilizes the guidance of the Center for Disease Control and the Chester County Department of Health.
- Students will be able to access the designated areas within the school yard 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. Community based experiences and instruction will be simulated on grounds.
- 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.
- Transportation will be staggered to allow students to safely exit the vehicle and enter the building using proper social distancing. The same procedure will be utilized when students leave the school for the day.
- Building Design: At 6- feet social distancing, students will stay in their classrooms while teachers move. For related services or other individual plan intervention, students will travel to the specialist's room. The specialist will clean surfaces in- between each student.
- Corridors will be designated as "one-way" for school wide movement, including arrival/departure. Within the day, corridors will be designated as "one-way" or direction to allow individual students and staff to move to other rooms, as needed for toileting or instruction.
- Identify and assign toilets or personal care areas to students and staff. Toilet seat covers will be provided and students will be provided instruction in their use.
- Our school program service a wide range of students with special needs. All staff will be required to follow social distancing and safety protocols and support students in following the guidelines as well. Secondary students with age level cognition and the mobility to don and take off a personal mask without assistance will be highly encouraged to wear a mask and to follow all safety protocols. Young students or those with limited mobility, medical conditions, and/or social/emotional/behavior challenges that will make wearing a mask challenging will not be required to do so.

- All staff working in the buildings and programs will participate in a virtual training in the safety protocols prior to returning to the building/program and routinely after opening.
- On the first staff day, the building/program administration will review all safety protocols. Building/program administration will continue to monitor consistent implementation and provide retraining as 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)
<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>	<p>1. Social distancing in classrooms will be implemented to the degree feasible.</p> <p>2. Social distancing screens/ barriers of plexiglass or similar material will be used.</p> <p>3. Social distancing tactile identification of social distancing for the students who are blind or visually impaired.</p> <p>4. As outlined by the Chester County Health Department, six feet of separation among students and staff will be kept in classrooms and other spaces where feasible.</p>	<p>1. Social distancing in classrooms will be implemented to the degree feasible.</p> <p>2. Social distancing screens/ barriers of plexiglass or similar material will be used.</p> <p>3. Social distancing tactile supports to identify social distancing for the students who are blind or visually impaired</p> <p>4. As outlined by the Chester County Health Department, six feet of separation among students and staff will be kept in classrooms and other spaces where feasible.</p>	<p>Carolyn Muller</p>	<p>Identify alternate storage areas for unnecessary furniture and infrequently used materials.</p> <p>Social distancing screens and/tactile space guides.</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>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>1. Students will eat in their classrooms.</p> <p>2. Boxed breakfast and lunch program will be provided. Meals will follow guidelines from the National Food Lunch Program to meet federal nutrition requirements.</p> <p>3. Lunches will be delivered to classrooms. Masks will not be required while eating.</p>	<p>1. Students will eat in their classrooms.</p> <p>2. Boxed breakfast and lunch program will be provided. Meals will follow guidelines from the National Food Lunch Program to meet federal nutrition requirements.</p> <p>2. Lunches will be delivered to classrooms. Masks will not be required while eating.</p>	<p>Carolyn Muller Supervisor</p>	<p>Contracted meal service with Chester County Intermediate Unit.</p> <p>Establish process for delivery and dissemination to students.</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>	<p>1.Hand sanitizer stations/containers will be set up at each entrance area and students and staff will be encouraged to use before entering the building.</p> <p>2.Additonal breaks for students to wash their hands will be scheduled during the day. At least twice a day along with once before lunch.</p> <p>3.Hand washing areas will include hand soap and towels</p> <p>4.Hygiene instruction fir students, supported by school nursing and teachers, and related service providers with individualized tailor of instruction to assure student access. Instruction may include task analysis for step by step instruction on how to cover your face when sneezing, correctly wear a mask.</p>	<p>1.Hand sanitizer stations/containers will be set up at each entrance area and students and staff will be encouraged to use before entering the building.</p> <p>2.Additonal breaks for students to wash their hands will be scheduled during the day. At least twice a day along with once before lunch.</p> <p>3.Hand washing areas will include hand soap and towels</p> <p>4.Hygiene instruction fir students, supported by school nursing and teachers, and related service providers with individualized/tailored instruction to assure student access. Instruction may include task analysis for step by step instruction n how to cover your face when sneezing, correctly wear a mask.</p>	<p>Carolyn Muller and Nursing staff</p>	<p>Purchase of additional hand soap, paper towels, etc. to support hand washing.</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>	<p>1. Social distancing and best practices all signage and floor signage will be purchased and installed in multiple areas in the buildings.</p> <p>2. Braille/tactile signage at entrance/exit and other areas in buildings.</p>	<p>1. Social distancing and best practices all signage and floor signage will be purchased and installed in multiple areas in the buildings.</p> <p>2.Braille/tactile signage at entrance/exit and other area in buildings.</p>	<p>Charlie Wurst, Buildings and Grounds, Carolyn Muller, Supervisor</p>	<p>Posting of hand washing process for consistency across staff and student and consistent with CDC guidelines and good hygiene practice</p>	<p>Yes</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>1.Non-essential visitors and volunteers are not allowed in school buildings. Activities that involve outside groups are not allowed.</p> <p>2.Virtual meetings by outside groups will be implemented</p> <p>3.IEP meetings, parent conferences held virtually</p> <p>4.No drop off of non-essential supplies by parents or others. Students must bring all material needed for the day.</p> <p>5. Student teachers and interns are allowed and are required to receive school wide training regarding the health and safety plan</p>	<p>1.Non-essential visitors and volunteers are not allowed in school buildings. Activities that involve outside groups are not allowed.</p> <p>2.Virtual meeting by outside groups will be implemented</p> <p>3. IEP meetings. Parent conferences held virtually</p> <p>4. No drop off of non-essential supplies by parents or others. Students must bring all material needed for the day.</p> <p>5.Student teachers and interns are allowed and are required to receive school wide training regarding the health and safety plan</p>	<p>Carolyn Muller, Supervisor</p>	<p>Technology and software for virtual team meetings</p>	<p>Yes</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>	<p>1.Open and voluntary activities are permitted in accordance with the RG health and safety plan</p> <p>2.Recess and outdoor learning activities will be implemented social distancing.</p> <p>3.Outdoor equipment will be cleared after use.</p> <p>4.Student classroom groups will be in separate areas in the outdoor areas, so classes do not mix during outdoor recess or instruction.</p> <p>5. Students and staff will wash hands upon returning inside</p> <p>Physical Education Classes will engage in activities that allow for 6 feet of social distancing and non-contact activities. No use of equipment that has been shared. Equipment that has been shared will be sanitized before the next use.</p>	<p>1.Open and voluntary activities are permitted in accordance with the RG health and safety plan</p> <p>2. Recess and outdoor learning activities will be implemented social distancing.</p> <p>3. Outdoor equipment will be cleared after use.</p> <p>4.Student classroom groups will be in separate areas in the outdoor areas, so classes do not mix during outdoor recess or instruction.</p> <p>5. Students and staff will wash hands upon returning inside</p> <p>Physical Education Classes will engage in activities that allow for 6 feet of social distancing and non-contact activities. No use of equipment that has been shared. Equipment that has been shared will be sanitized before the next use.</p>	<p>Carolyn Muller</p>	<p>Clearing equipment/material available in playground area</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)
<b>Limiting the sharing of materials among students</b>	<ol style="list-style-type: none"> <li>1. Individualized learning material carts/designated storage areas will be designated for each student. Carts will include materials needed for instruction.</li> <li>2. Materials will be designated for each student the most extent possible.</li> <li>3. Single use materials will be used to the maximum degree feasible across activities.</li> <li>4. Any items that are not single use or identified as student specific will be cleared between student uses ( e.g. paper shredder)</li> <li>5. Students will wash hands or use hand sanitizer before transitioning to the next assigned task.</li> </ol>	<ol style="list-style-type: none"> <li>1. Individualized learning material carts will be designated for each student. Carts will include materials needed for instruction.</li> <li>2. Materials will be designated for each student to the most extent possible.</li> <li>3. Single use materials will be used to the maximum degree feasible across activities.</li> <li>4. Any items that are not single use or identified as student specific will be cleared between student uses ( e.g. paper shredder)</li> <li>5. Students will wash hands or use hand sanitizer before transitioning to the next assigned task.</li> </ol>	Carolyn Muller	Carts/storage areas identified and purchased for each student	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)
<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>1.Students will remain in their classrooms with teachers moving to classrooms as needed.</p> <p>2.A light system will be implemented in hallways to signal when the hallway is clear. Should a student/staff need to move through a hallway, a light will signal others to not enter the hallway until the light is changed to “clear”</p> <p>3. Restrict or eliminate non-essential transitions.</p> <p>4. In community/worksite – students and staff will be required to wear masks/face shields</p>	<p>1.Students will remain in their classrooms with teachers moving to classrooms as needed.</p> <p>2.A light system will be implemented in hallways to signal when the hallway is clear. Should a student/staff need to move through a hallway, a light will signal others to not enter the hallway until the light is changed to “clear”</p>	<p>Carolyn Muller. Supervisor</p>	<p>Light system installed in hallways</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)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	1. Bussing arrival and departure schedules/ processes will continue with one vehicle completing drop off/pick up at a time.  2. Markings on sidewalks and in buildings to adhere to 6ft distancing  3. Students and staff will maintain social distancing during entry and departure from the school day.  4. Maintain ongoing communication with district LEAs to ensure protocols are followed.	1. Bussing arrival and departure schedules/ processes will continue with one vehicle completing drop off/pick up at a time.  2. Markings on sidewalks and in buildings to adhere to 6ft distancing  3. Students and staff will maintain social distancing during entry and departure from the school day.  4. Maintain ongoing communication with district LEAs to ensure protocols are followed.	Carolyn Muller Charlie Wurst		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)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>1. Classrooms for in-person and virtual learning will function as a single cohort and remain within the same room/space or environment all day to the maximum extent possible.</p> <p>2. Group/multi-class activities, such as music, will be conducted via virtual conferencing technology</p> <p>3. Access additional classroom space or furniture to facilitate distancing.</p>	<p>1. Classrooms for in-person and virtual learning will function as a single cohort and remain within the same room/space or environment all day to the maximum extent possible</p> <p>2. Group/multi-class activities, such as music, will be conducted via virtual conferencing technology.</p> <p>3. Access additional classroom space or furniture to facilitate distancing.</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>1. Districts transportation will be surveyed to assure guidelines that meet or exceed Royer-Greaves' plan are in place.</p> <p>2. Hours of attendance for individual students will be adjusted as needed to assure safe transportation practice</p> <p>3. Ongoing communication with stakeholders ( LEAs, transportation companies, community partners, etc.)</p>	<p>1. Districts transportation will be surveyed to assure guidelines that meet or exceed Royer-Greaves' plan are in place.</p> <p>2. Hours of attendance for individual students will be adjusted as needed to assure safe transportation practice.</p> <p>3. Ongoing communication with stakeholders ( LEAs, transportation companies, community partners, etc.)</p>	Carolyn Muller. Supervisor		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)
<b>Other social distancing and safety practices</b>	<p>1. Medications/medical interventions to be provided in the classroom by nurse to the maximum degree feasible.</p> <p>2. Elimination of flexible groups</p> <p>3. System for monitoring staff completion of required trainings.</p> <p>4. Shielding materials in office spaces .</p> <p>5. Masks to be worn when social distancing not possible</p> <p>6. Staff to don/doff RG coats over street clothing upon/exiting school.</p> <p>7. Staff to don/doff disposable gowns during personal care with individual students</p>	<p>1. Medications/medical interventions to be provided in the classroom by nurse to the maximum degree feasible.</p> <p>2. Elimination of flexible groups</p> <p>3. System for monitoring staff completion of required trainings.</p> <p>4. Shielding materials in office spaces</p> <p>5. Masks to be worn when social distancing not possible</p> <p>6. Staff to don/doff RG coats over street clothing upon/exiting school.</p> <p>7. Staff to don/doff disposable gowns during personal care with individual students</p>	Carolyn Muller, Supervisor	<p>Masks, disposable gowns</p> <p>Cloth coats for daily use.</p> <p>Coat cleaning services</p>	Y

### 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. Responses will be recorded, and any symptoms will be reported to supervisors.
- Parents/guardians will complete the health screening daily each morning and keep any child with symptoms home. Students will have their temperature checked upon exiting transportation and if capable of responding, will be asked the health screening questions upon entry into the building.
- Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately.
- If symptoms occur in the building, staff or students will be isolated in a quarantine room. Decisions regarding care and actions while at school will be made by the school nurse in consultation with the parent/ guardian/medical providers and school administrator.
- Accommodations will be made for students with virtual options and staff accommodations will be made following standard accommodation protocols following federal employment laws. Communication will follow existing protocols for contagious illness following the directive of the local and State Department of Health.
- Follow the CC Department of Health, CDC, and state department, guidance, recommendations, and protocols for operation.
- Conduct ongoing monitoring of social distancing, cleaning/disinfecting, and school plans/protocols
- Training will be conducted and monitored by school nursing staff for students and staff using in person and virtual platforms.

Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p><b>1. All employees will acknowledge through the use of an online form or signed document that they received and agree to follow guidelines including use of masks, social distancing, self-monitoring of health conditions for both themselves and individuals with whom they have close contact.</b></p> <p><b>2.Prior to the student’s first day at school, parents will acknowledgement for all parents to affirm online or returned signed document that they have received these guidelines and agree to follow health monitoring of every student prior to coming to school each day.</b></p> <p><b>3. Staff will conduct wellness checks prior to leaving home each morning. students’ families will be required to self-monitor health and report to supervisor and HR if leave is needed.</b></p> <p><b>4 Parents/guardians will complete the health screening daily each</b></p>	<p>1. All employees will acknowledge through the use of an online form or signed document that they received and agree to follow guidelines including use of masks, social distancing, self-monitoring of health conditions for both themselves and individuals with whom they have close contact.</p> <p>2.Prior to the student’s first day at school, parents will acknowledgement for all parents to affirm online or returned signed document that they have received these guidelines and agree to follow health monitoring of every student prior to coming to school each day.</p> <p>3. Staff will conduct wellness checks prior to leaving home each morning. students’ families will be required to self-monitor health and report to supervisor and HR if leave is needed.</p> <p>4.Parents/guardians will complete the health screening daily each morning and keep any child with symptoms home. Students will have their</p>	<p>Carolyn Muller, Supervisor</p>	<p>Data collection system</p>	<p>Y</p>
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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>morning and keep any child with symptoms home. Students will have their temperature checked upon exiting transportation and if capable of responding, will be asked the health screening questions upon entry into the building.</b></p>	<p>temperature checked upon exiting transportation and if capable of responding, will be asked the health screening questions upon entry into the building.</p>			

<p><b>1. Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately.</b></p> <p><b>2. If symptoms occur in the building, staff or students will be isolated in a quarantine room. Decisions regarding care and actions while at school will be made by the school nurse in consultation with the parent/guardian/medical providers and school administrator.</b></p> <p><b>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.</b></p> <p><b>4. Staff or students with a probable or confirmed exposure will require a minimum of a 14-day self-quarantine.</b></p> <p><b>5. School nurses and other healthcare providers should use Standard and Transmission- Based</b></p>	<p>1. Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately.</p> <p>2. If symptoms occur in the building, staff or students will be isolated in a quarantine room. Decisions regarding care and actions at school will be made by the school nurse in consultation with the parent/guardian, medical providers, and school administrator</p> <p>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.</p> <p>4. Staff or students with a probable or confirmed exposure will require a minimum of a 14-day self-quarantine.</p> <p>5. School nurses and other healthcare providers should use Standard and Transmission- Based</p>			
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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>Precautions when caring for sick people.</b></p> <p><b>6. If necessary, establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing</b></p> <p><b>7. All case of confirmed COVID-19 will be reported to the CC Department of Health</b></p>	<p>Precautions when caring for sick people.</p> <p>6. If necessary, establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing</p> <p>7. All case of confirmed COVID-19 will be reported to the CC Department of Health</p>			
<p><b>1. Allow staff or students to return to school with a doctor's note or a negative test result.</b></p> <p><b>2. Monitor quarantine protocols and adhere to exposure guidelines provided by the CDC and the state.</b></p>	<p>1. Allow staff or students to return to school with a doctor's note or a negative test result.</p> <p>2. Monitor quarantine protocols and adhere to exposure guidelines provided by the CDC and the state.</p>			

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>1.Families will be notified of staff or student illness via email, text, or phone call in English or native language. Information will also be posted on the website and social media outlets.</b></p> <p><b>2.Communication will follow existing protocols for contagious illness following the directive of the local and State Department of Health.</b></p>	<p>1.Families will be notified of staff or student illness via email, text, or phone call in English or native language. Information will also be posted on the website and social media outlets.</p> <p>2.Communication will follow existing protocols for contagious illness following the directive of the local and State Department of Health</p>			
<p><b>1.Follow the CC Department of Health, CDC, and state department, guidance, recommendations, and protocols for operation.</b></p> <p><b>2. Conduct ongoing monitoring of social distancing, cleaning/disinfecting, and school plans/protocols</b></p>	<p>1.Follow the CC Department of Health, CDC, and state department, guidance, recommendations, and protocols for operation.</p> <p>2. Conduct ongoing monitoring of social distancing, cleaning/disinfecting, and school plans/protocols</p>			

## 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/face shields unless it is unsafe for them to do so. Staff should wear appropriate PPE based on specific interactions they are having with students. Secondary students with the intellect and physical capacity to wear a mask will be encouraged to wear masks. Training/guidance will be provided.
- The Royer-Greaves School for Blind Coronavirus 2019 Phased Reopening Plan provides staff and students with confidentiality in the event that they are high risk. The plan addresses options for students and staff to limit their risk of exposure like working from home, virtual learning for students, job responsibilities that limit interaction/exposure.

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>* Protecting students and staff at higher risk for severe illness</b></p>	<p>1. 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> <p>2. Maintain policies to protect the privacy of people at higher risk of illness.</p>	<p>1. 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> <p>2. Maintain policies to protect the privacy of people at higher risk of illness</p>	<p>Carolyn Muller, Supervisor</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>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>1. All staff will wear masks/face shields unless it is unsafe for them to do so.</p> <p>2. Staff should wear appropriate PPE based on specific interactions they are having with students.</p> <p>3. Staff should wear appropriate PPE in care areas of suspected individuals with COVID symptoms.</p> <p>4. Disposable face masks will be provided by the Royer-Greaves.</p> <p>5. Staff will don/doff Royer-Greaves coats at the start and the end of the school day.</p> <p>6. Staff will don/doff disposable gowns and use Royer-Greaves masks/face coverings during student personal care.</p>	<p>1. All staff will wear masks/face shields unless it is unsafe for them to do so.</p> <p>2. Staff should wear appropriate PPE based on specific interactions they are having with students.</p> <p>3. Staff should wear appropriate PPE in care areas of suspected individuals with COVID symptoms.</p> <p>4. Disposable face masks will be provided by the Royer-Greaves.</p> <p>5. Staff will don/doff Royer-Greaves coats at the start and the end of the school day.</p> <p>6. Staff will don/doff disposable gowns and use Royer-Greaves masks/face coverings during student personal care.</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>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	1.students with the intellect and physical capacity to wear a mask will be encouraged to wear masks. Training/guidance will be provided.				

<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>1. Staff will need to wear face masks/face shields when in the office/buildings.</p> <p>2. Students with the intellect and physical capacity to wear a mask will be encouraged to wear masks. Training/guidance will be provided.</p> <p>4. Disposable face masks will be provided by Royer-Greaves that don't have one.</p> <p>5. Staff may be required to wear face shields based on the classroom environment and/or needs of students</p> <p>6. Students with medical/physical needs should not wear PPE if it would interfere with their ability to breathe.</p> <p>7. Teach students and staff how to properly put on and remove gloves, gowns, masks/face shields, and other PPE as needed.</p> <p>8. One additional staff should monitor/supervise staff physically intervening for</p>	<p>1. Staff will need to wear face masks/face shields when in the office/buildings.</p> <p>2. Students with the intellect and physical capacity to wear a mask will be encouraged to wear masks. Training/guidance will be provided.</p> <p>4. Disposable face masks will be provided by Royer-Greaves that don't have one.</p> <p>5. Staff may be required to wear face shields based on the classroom environment and/or needs of students</p> <p>6. Students with medical/physical needs should not wear PPE if it would interfere with their ability to breathe.</p> <p>7. Teach students and staff how to properly put on and remove gloves, gowns, masks/face shields, and other PPE as needed.</p> <p>8. One additional staff should monitor/supervise staff physically intervening for</p>	<p>Carolyn Muller, Supervisor</p>		
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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>PPE needs/if anything needs to be adjusted.</p> <p>9. Dispose or clean PPE immediately after physical intervention.</p>	<p>PPE needs/if anything needs to be adjusted.</p> <p>9. Dispose or clean PPE immediately after physical intervention.</p>			
<b>Strategic deployment of staff</b>	<p>1. Staff report to building/room they are assigned.</p> <p>2. Redeployment/assignment as needed.</p>	<p>Staff report to building/room they are assigned.</p> <p>2. Redeployment/assignment as needed.</p>	Carolyn Muller, Supervisor		Y

## 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>Reopening Plan Review with Staff</b>	All RG education staff	Carolyn Muller, Supervisor	Virtual	Technology/Internet	8/3/20	8/15/20
<b>CDC Trainings – Symptoms of Coronavirus, Use of Face Coverings, Social Distancing, What to do if you are Sick</b>	All RG Education Staff	Carolyn Muller, Supervisor	Virtual- Online Video	Technology/Internet	8/3/20	Week of 8/25//20
<b>Training on Proper use of Face Masks, PPE, and protocols</b>	All RG education Staff	Carolyn Muller, Supervisor	Video, Virtual	Technology Internet	8/3/20	8/ 25//20
<b>Health and Safety Protocols Training</b>	All RG Education Staff	Carolyn Muller, Supervisor	Telecommunication	Technology Internet	8/3/20	8/ 25//20

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Parent Presentation of Reopening plan</b>	All RG Education Families	Carolyn Muller	Telecommunications	Technology/- Phone/Email/	8/3/20	8/ 25//20

## 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>Initial Communication about Phased School Reopening Plan</b>	Staff, Contract providers	Carolyn Muller	Electronic - email	8/10/20	8/20/2020
<b>Phased Reopening Plan</b>	Parents/Guardians/LEAs	Carolyn Muller - Supervisor Kellie Patrick Gates Communication Solutions Group	Electronic – Email/Website	8/20/20	8/31/2020
<b>Communication about School Activities related to COVID-19</b>	Parents/ Guardians/ LEAS/ Chesrr County Health Department/Community	Carolyn Muller Kellie Patrick Gates Communication Solutions Group	Electronic – Email/Website	8/20/20	8/31/2020

**Health and Safety Plan Summary: Royer-Greaves School for Blind**

**Anticipated Launch Date: August 3, 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>	<ol style="list-style-type: none"><li>1. Royer-Greaves School For Blind building and maintenance staff and contracted janitorial staff have conducted a deep-cleaning and sanitization of all Royer-Greaves School For Blind facilities following the guidelines of the CDC and local Health Department.</li><li>2. Our cleaning supplies meet or exceed OSHA and CDC requirements.</li><li>3. Deep-cleaning and sanitation procedures along with the increased/additional cleaning of high touch points and bathrooms in will be implemented in accordance with facility usage and will occur daily.</li><li>4. In addition to the daily cleaning, janitorial staff will sweep the building routinely to disinfect high touch areas. Teachers, staff and/or students will use disinfectant wipes to clean desk and tabletops.</li><li>5. Janitorial staff have completed training relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the Royer-Greaves School for Blind Phased Reopening Plan and be informed about daily disinfection procedures.</li></ol>

Requirement(s)	Strategies, Policies and Procedures

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<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> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <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> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p>	<p>1. Classrooms will be arranged to maintain 6 feet of distance between students to the maximum extent feasible.</p> <p>2. The same students and staff will be grouped together as much as practical 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.</p> <p>3. All buildings/programs will follow the Royer-Greaves' Coronavirus 2019 Phased Reopening Procedures. This plan utilizes the guidance of the Center for Disease Control and the Chester County Department of Health.</p> <p>4. Students will be able to access the designated areas within the school yard and playground for lunch and recess, Adult supervision will ensure that all safety protocols are followed.</p> <p>5. If appropriate, outdoor space may be utilized for instructional purposes. Community based experiences and instruction will be simulated on grounds.</p> <p>6. 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.</p>

Requirement(s)	Strategies, Policies and Procedures
<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> <p><b>Other social distancing and safety practices</b></p>	<p>7. Transportation will be staggered to allow students to safely exit the vehicle and enter the building using proper social distancing. The same procedure will be utilized when students leave the school for the day.</p> <p>8. Building Design: At 6- foot social distancing, students will stay in their classrooms while teachers move. For related services or other individual plan intervention, students will travel to the specialist's room. The specialist will clean surfaces in- between each student.</p> <p>9. Corridors will be designated as "one-way" for school wide movement, including arrival/departure. Within the day, corridors will be designated as "one-way" or direction to allow individual students and staff to move to other rooms, as needed for toileting or instruction.</p> <p>10. Identify and assign toilets or personal care areas to students and staff. Toilet seat covers will be provided, and students will be provided instruction in their use.</p> <p>11. Our school program service a wide range of students with special needs. All staff will be required to follow social distancing and safety protocols and support students in following the guidelines as well. Secondary students with age level cognition and the mobility to don and take off a personal mask without assistance will be highly encouraged to wear a mask and to follow all safety protocols. Young students or those with limited mobility, medical conditions, and/or social/emotional/behavior challenges that will make wearing a mask challenging will not be required to do so.</p> <p>12. All staff working in the buildings and programs will participate in a virtual training in the safety protocols prior to returning to the building/program and routinely after opening.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>13. On the first staff day, the building/program administration will review all safety protocols. Building/program administration will continue to monitor consistent implementation and provide retraining as necessary.</p>

**Monitoring Student and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>1. All staff will be tested for COVID- 19 prior to the start of the student school year, August 30, 2020</p> <p>2. 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. Responses will be recorded, and any symptoms will be reported to supervisors.</p> <p>3. Parents/guardians will complete the health screening daily each morning and keep any child with symptoms home. Students will have their temperature checked upon exiting transportation and if capable of responding, will be asked the health screening questions upon entry into the building.</p> <p>4. Staff or students with COVID-19 symptoms should stay home and notify their supervisor and/or school officials immediately.</p> <p>5. If symptoms occur in the building, staff or students will be isolated in a quarantine room. Decisions regarding care and actions while at school will be made by the school nurse in consultation with the parent/ guardian/medical providers and school administrator.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>6. Accommodations will be made for students with virtual options and staff accommodations will be made following standard accommodation protocols following federal employment laws. Communication will follow existing protocols for contagious illness following the directive of the local and State Department of Health.</p> <p>7. Follow the CC Department of Health, CDC, and state department, guidance, recommendations, and protocols for operation.</p> <p>8. Conduct ongoing monitoring of social distancing, cleaning/disinfecting, and school plans/protocols</p> <p>9. Training will be conducted and monitored by school nursing staff for students and staff using in person and virtual platforms.</p>

**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> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>1. Staff will need to wear face masks/face shields when in the office/buildings.</p> <p>2. Students with the intellect and physical capacity to wear a mask will be encouraged to wear masks. Training/guidance will be provided.</p> <p>4. Disposable face masks will be provided by Royer-Greaves that don't have one.</p> <p>5. Staff may be required to wear face shields based on the classroom environment and/or needs of students</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>6. Students with medical/physical needs should not wear PPE if it would interfere with their ability to breathe.</p> <p>7. Teach students and staff how to properly put on and remove gloves, gowns, masks/face shields, and other PPE as needed.</p> <p>8. One additional staff should monitor/supervise staff physically intervening for PPE needs/if anything needs to be adjusted.</p> <p>9. Dispose or clean PPE immediately after physical intervention.</p>

**Health and Safety Plan Governing Body Affirmation Statement**

The Board of Directors/Trustees for **Royer- Greaves School for Blind** reviewed and approved the Phased School Reopening Health and Safety Plan on (INSERT DATE: MONTH, DAY, YEAR). AUGUST 11, 2020

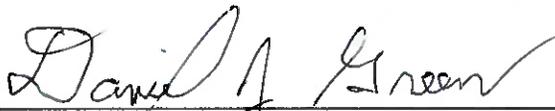
The plan was approved by a vote of:

6 out of 7 Yes

\_\_\_\_\_ No

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

By:



\_\_\_\_\_  
(Signature\* of Board President)

DANIEL J. GREEN

\_\_\_\_\_  
(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.