

Wissahickon Charter School School Reopening Health and Safety Plan- Spring 2021 Revision

Wissahickon Charter School (WCS) has created a Health and Safety Plan to serve as our organization's guidelines for all programming to reopen safely. Our guidelines prepare us to open our doors for hybrid instruction when safe for staff, students, and families. While we opened with a robust fully remote academic program, this plan details our approach when we do move to in-person activities in April 2021, when we will open a Remote Access Center (RAC) for select K-8 students and a hybrid in-person Kindergarten program. The guidelines outlined here will still be adhered to by all individuals entering our buildings, including staff, contractors, vendors, and students. While we are doing a phased reopening with RAC and hybrid Kindergarten, we will continuously monitor conditions to reevaluate bringing in additional students in a measured, deliberate fashion as conditions allow, along with opportunities for in-person outdoor activities for students not returning to the building on a regular basis.

This plan has been developed through the efforts of multiple working groups. WCS's Cross-Site Administrative Team, consisting of leaders across the organization's critical functions, has organized the process, informed decisions, and sought input from critical stakeholders. The Administrative Team facilitated the formation of six domain-specific task forces ("Think Tanks") that included a cross-section of school staff from both WCS campuses. The Think Tanks have both provided feedback and support for the planning process and collected data and feedback from the broader WCS community. To capture a fully representative understanding of the WCS community's needs and concerns, WCS has also surveyed all families and staff, seeking input on how to minimize risk, maximize the comfort level of parents and staff members, and provide quality instruction to students. This was also developed in conjunction with our Student Health Services Provider, MACCS. Finally, WCS originally submitted this plan to the School District of Philadelphia on August 7th. However the WCS team met with Angelico Razon from the Health Department on August 11th and this document now reflects his input. The revisions made for this Spring 2021 version were made to reflect the changes in our initial in-person model, as well as the latest public health guidance around COVID-19. The revised plan is to be reviewed by our Board of Trustees at its March 10, 2021 meeting ahead of a planned April 12, 2021 phased reopening for students.

The strategies in this plan were derived from the work outlined above. The Pandemic Co-Coordinators and the Pandemic Team have the following charge: 1) review the final Health and Safety Plan; 2) revise the Health and Safety Plan as needed; 3) monitor the implementation of the plan; and 4) troubleshoot issues as they arise during implementation. In developing this plan, WCS reviewed guidelines from the School District of Philadelphia, the Pennsylvania Department of Education, the American Academy of Pediatrics, the Children's Hospital of Philadelphia, the National Academies of Sciences, Engineering, and Medicine, the WHO, the CDC, and a wide variety of public and nonpublic schools and districts across the country. Note that the approach in this plan is subject to change based on evolving research and guidance.

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Health and Safety Plan

Type of Reopening

WCS is mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within our organization. The goal of this plan is to put guidance and strategies in place to support mitigation efforts. At the time our plan was originally conceived, the Governor's office and PDE had categorized reopening into three broad phases: red, yellow, or green. These designations were discontinued in fall 2021, although some restrictions on school, work, congregate settings, and social interactions remain. As of this writing, PDE's guidance states that hybrid learning models in elementary schools can be implemented even in times of substantial community

transmission as long as mitigation measures are in place. WCS anticipates that it will implement this phased in-person reopening plan as long as PDE's guidance for schools remains unchanged.

Anticipated launch date for in-person learning: Blended reopening will begin on Monday, April 12, 2021.

WCS will continue to offer WCS families the option to continue with fully virtual instruction after the transition to a phased hybrid reopening for at least the remainder of the 2020-2021 school year. When in-person learning commences, students in the RAC program will be able participate in their remote instructional model 4 days each week while learning off-campus on the 5th day. This is because Fridays have a larger amount of asynchronous activity. Students in Kindergarten will be able to attend school in-person 2 days each week while learning remotely on the other 3 days. Half of the students electing to participate in-person will attend on Mondays and Tuesdays, while the other half will attend Wednesdays and Thursdays. All students will learn remotely on Fridays. Kindergarten students who are eligible for the RAC program will have a choice to remain in the RAC program or to transition to hybrid Kindergarten when it opens on April 26, 2021. With the hybrid model described here, all students will have a minimum of 6 feet of distance from other students and adults in classrooms. Students will remain with a cohort of peers at all times, limiting the risk of exposure for each student and teacher and limiting the likelihood of virus spread within a school building. All adults and students will wear masks in compliance with state requirements and be appropriately spaced. Students will have opportunities for outdoor mask breaks in compliance with the state's universal mask mandate.

As described on page 1 of this document, the WCS Pandemic Team has relied on feedback and information from a wide variety of staff members, families, and other community members in selecting an opening type. In summer 2020, WCS conducted two surveys of WCS staff and WCS families and used that data to arrive at a fully remote reopening plan that could transition to a blended plan when appropriate safety benchmarks were achieved. The examples of building reopenings at a wide range of schools throughout the country have indicated that in-person schooling can be safe with appropriate mitigation methods. At the same time, we acknowledge that COVID-19 has disproportionately impacted the Black and Brown communities in Philadelphia where a substantial majority of our students live, in health and economically, and the onus is on WCS to address the concerns of families who may be hesitant to have students return to our buildings. We are striving to meet the need and desire to provide in-person education to those students who choose it while mitigating risk to all staff members, families, and the broader WCS community; with a phased reopening targeting the students who have had the most difficulty thriving in a remote learning environment, we hope to strike a balance between a cautious approach to safety and an urgent need to help our most vulnerable students.

After review by all school leadership and the WCS Board, WCS will post this plan to the WCS website so that all stakeholders can access it in its entirety. In addition, a summary of the plan will be shared with all staff members, vendors, partners, and WCS families. School-based leaders at each campus will hold virtual events where the families of students invited to return can learn more about the plan and ask questions. School leaders will be available – with precautions described below – to meet families in-person in special circumstances.

The Pandemic Team has continued to meet weekly after remote school opened in September to monitor the implementation of remote learning programming and to continue to improve and update this plan based on changing evidence. With a return to in-person activities, the team will solicit feedback and updates from school-based staff on a weekly basis. In the case of a positive test for Covid-19 for a student or staff member at one of the WCS campuses, the Pandemic Team and school-based leadership will immediately contact local health officials and contact-tracing authorities. The WCS team will work with these authorities to determine whether isolation of the cohort and any close contacts of the individual with the positive case is appropriate, whether a larger portion of the school community needs to be dismissed, or whether the entire school needs to be temporarily closed. Likewise, in the case of changes to the broader Covid-19 situation on the ground – including increased or decreased community

transmission rates, the Pandemic Team will hold a special meeting to determine if the organization will revert to full remote instruction, to full in-person instruction, or to an alternate hybrid model that increases or decreases the opportunity for students to participate in in-person learning.

Pandemic Coordinator/Team

Individuals	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Kristi Littell, CEO of Wissahickon Charter School, Pandemic Response Co-Coordinator	Employees and administration at WCS, Board of Directors of the organization.	Plan Development and Crisis Response As the CEO, all programs and operations of WCS fall under Ms. Littell. Her role on the team is to serve as the final decision-maker, as well as to assist in supporting those who execute the decisions made in the development of the Health and Safety Plan as well as interface with WCS's Board of Directors.
Tiffany Days-Harris, Director of Operations, Pandemic Response Co-Coordinator	Non-instructional employees within WCS, WCS Families	Plan Development and Crisis Response Ms. Days-Harris leads the school operations team at WCS. She is leading efforts to create systems to prepare schools to operate on a high level upon reopening. She will also lead efforts to ensure fidelity to the plan over the course of the school year.
Rebecca Benarroch, Fernhill Principal	Employees, Students, families	Plan Development Ms. Benarroch is developing our instructional model including the schedule, platforms, and content that will be used for both remote and hybrid models. She is also developing and leading the professional development to ensure all staff are prepared.
Lovelee Polite, Awbury Middle School Principal	Employees, Students, families	Plan Development Ms. Polite is developing our instructional model including the schedule, platforms, and content that will be used for both remote and hybrid models. She is also developing and leading the professional development to ensure all staff are prepared.
Kate O'Shea, Lower School Principal	Employees, Students, families	Plan Development Ms. O'Shea is developing our instructional model including the schedule, platforms, and content that will be used for both remote and hybrid models. She is also developing and leading the professional development to ensure all staff are prepared.
Kim Krasnow, Director of Human Capital	Staff	Plan Development and Crisis Response

		Ms. Krasnow is leading the effort to ensure proper staffing, communication around benefits for staff, and consulting on appropriate professional development for staff in both remote and hybrid models.
Michele Ferrante, Director of Learning Supports	Students, Families, Staff	Plan Development Ms. Ferrante is developing our instructional model including the schedule, platforms, and content that will be used for both remote and hybrid models with special focus on students with IEPs. She is also developing and leading the professional development to ensure all staff are prepared.
Rebecca Chase, Director of Learning Supports	Students, Families, Staff	Plan Development Ms. Chase is developing our instructional model including the schedule, platforms, and content that will be used for both remote and hybrid models with special focus on students with IEPs. She is also developing and leading the professional development to ensure all staff are prepared.
Paul Dean	Consultant	Plan Development Mr. Dean, of Jounce Partners, and the Jounce Partners team is providing planning capacity across operational, academic, and staff development domains to support the development and implementation of the reopening plan.

Key Strategies, Policies, and Procedures

The risk from COVID-19 cannot be eliminated while community spread exists. However, there is a strong body of science that points to a set of strategies to most effectively mitigate this risk while allowing for the benefits of wellness, academic growth, social-emotional growth, and physical safety that come with in-person schooling. Each of these strategies – listed below – is addressed in this plan, because science tells us it is the accumulated impact of these distinct strategies that determines the degree of risk mitigation. This health and safety plan includes the approach WCS is taking to the following:

- Cohorting

- Spacing/distancing
- Cleaning and disinfecting
- Physical barriers and masking
- Hygiene
- Ventilation
- Isolation/quarantining and tracing

The plan includes the individuals/roles responsible for implementing these strategies in their various forms as they apply to a hybrid schooling model - to be implemented April 12, 2021.

Cleaning, Sanitizing, Disinfecting, and Ventilation

When students and staff return to school, ensuring that surfaces throughout the building are frequently cleaned and disinfected is a top priority. A full-scale disinfecting process – with specialized equipment, used by a contracted provider – will occur twice a year in each building. In addition, high touch surfaces will be cleaned and disinfected several times each day, with a full scope building disinfection every Friday. Custodial staff will be trained on how to fully and safely clean these surfaces; checklists will be used to ensure all necessary surfaces are cleaned at the proper frequency; the WCS Operations team will continue to ensure campuses have the cleaning supplies they need, and School Directors will conduct weekly reviews of the procedures and checklists to ensure all cleaning protocols are being implemented with fidelity. On a daily basis, School Directors will complete building walkthroughs to ensure all checklists are completed around the building. Ventilation practices – from a review of existing systems and remediation if needed, to basic practices like keeping doors and windows open – are also part of the risk mitigation plan.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (y/n)
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> • Routine soap and water cleaning of surfaces throughout the building (floors, walls, desks and tables, chairs, plexiglass barriers/windows) conducted daily. • Disinfection (spray-and-wipe) of high-touch areas daily. • Clean visibly dirty surfaces with soap and water prior to disinfecting. • Clean and disinfect frequently touched surfaces and objects within the school and on school buses (to be done by transportation vendors) at least daily. • Interior/classroom doors propped open during 	<p>Tiffany Days-Harris, Director of Operations</p> <p>Director of Operations will be responsible for managing the on-site custodial personnel; will be responsible for ensuring and reviewing a weekly audit of cleaning, disinfecting, and ventilation practices.</p> <p>Contracted cleaning services will implement a</p>	<p>EPA approved disinfectants for use against COVID-19.</p> <p>PPE for custodial personnel at each building, including masks and gloves (gowns and face shields/ goggles will likely be required for full-scale disinfecting, but this will be provided by the contracted vendor).</p> <p>Cleaning and disinfecting supply and</p>	<p>PD will be required for the proper cleaning of facilities for custodial staff and contracted service staff. Essential to always read and follow instructions on cleaning products.</p> <p>Brief PD will be required for school-based staff to review the checklist of cleaning</p>

	<p>the school day to decrease the touching of doorknobs and push plates.</p> <ul style="list-style-type: none"> ● Personal water bottles for students encouraged; drinking fountains closed except with special permission and wipe-down of fountains will occur several times a day. ● Restrooms and drinking fountains cleaned and disinfected 3-4 times daily; desks and chairs cleaned with disinfectant wipes 2 times daily; doorknobs, thermostats, light switches, on-off switches for HVAC cleaned 2 times daily. ● Disinfection will be done using EPA-approved disinfectants against COVID-19 ● Disinfectant wipes located and frequently restocked next to doors, light switches, drinking fountains. ● Shared materials (computers, books, manipulatives, pencils) minimized or eliminated; procedures at each school in place for full wipe-down of any shared materials between cohort of students. ● Full building disinfecting (“full disinfecting” includes the use of electrostatic sprayer and requires cleaning solutions remain on surfaces for several hours, unlike “spray-and-wipe disinfecting”) conducted weekly ● Full test of ventilation systems to ensure 	<p>full-scale weekly disinfecting procedure at each campus.</p> <p>Contracted maintenance vendors will support the remediation of ventilation systems as needed, based on the determination of school-level custodial personnel and/or network operations leader.</p> <p>Staff disinfects and clean plexiglass in local areas (i.e. front office) multiple times daily; staff disinfects and clean high-touch classroom items (manipulatives, computers, phone, light switch, thermostat, staff desk).</p>	<p>PPE procurement will be conducted by network operations staff in coordination with school-based leaders.</p>	<p>(plexiglass barriers, high-touch materials in classrooms), and proper technique for daily spray-and-wipe disinfecting.</p>
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	<p>maximum exchange of outside air; new filters in all buildings; frequent filter replacement; remediation of any ventilation that internally circulates air between multiple classrooms.</p> <ul style="list-style-type: none"> • Prop open doors and windows in all classrooms to increase ventilation. • Install exhaust fans as needed in classrooms to increase airflow and circulation. 			
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> • Encourage staff to bring lunches in personal containers (i.e. coolers/thermoses) that do not require refrigeration or warming. Clean refrigerator and microwave daily and/or remove these devices if overused. • Increase pest control services as students will be eating in classrooms to support social distancing efforts. 			No

Social Distancing and Other Safety Protocols

Classrooms will be emptied except for desks and essential learning materials. Each classroom will be home to one cohort of students. cohorts will have between 8-15 students. Students will be spaced 6 ft apart in all classrooms with desks facing in the same direction. For both RAC and Kindergarten cohorts grade levels, students will spend nearly all of the day with one staff member - a homeroom teacher (Kindergarten) or a Remote Access Center Leader (RAC). Students will remain in their classroom throughout the day – except for recess or PE – and will not go to the cafeteria for lunch or to a library or multipurpose room where they would share a space with other students outside their cohort. Students and staff will wash or sanitize their hands at least 4 times each school day. All students and staff will receive training on social distancing, masking, and hand hygiene to support a safe and healthy school environment. Visitors – including families/guardians – will not be allowed in the building except in extreme extenuating circumstances. WCS will align with the [visitor protocol published by The School District of Philadelphia](#). Spacing will be maintained on buses and at arrival and dismissal through carefully choreographed drop-off and pick-up routines.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (y/n)
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	In grades K-8, student desks will be spaced 6 feet apart from center to center. Teachers will have a "channel" at the front of the room of approximately 8 ft. by 20 ft. from which to instruct (with these dimensions varying by room layout but maintaining a minimum 6 ft from nearest students). Students will all face in the same direction.	School Directors	Diagram of an appropriately spaced classroom set up distributed to all teachers; checklist document for School Director review of all spaces before building opening and on an end-of-day daily walkthrough	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>Cafeterias/MPRs Meals will be served in classrooms. Only in instances where we are short-staffed, cafeterias, libraries, and multipurpose spaces may be repurposed as large classroom spaces to facilitate much smaller class sizes (cohorting of students in classes of 15 or fewer) to allow full distancing. In some of these spaces, multiple cohorting of students may be present and, for example, working on asynchronous computer-based learning, but a full 6ft of spacing will be maintained <i>within</i> cohorts of students with additional spacing (8-10 ft. "channels") <i>between</i> cohorts of students. Cohorts may share these larger spaces but they should be kept separate. Physical barriers such as bookcases may help to reinforce social distancing. Larger rooms should be at 25% of maximal capacity. Typically, however, multiple cohorts will not be placed in larger spaces.</p> <p>Restrooms In addition to 3-4 times daily cleaning by custodial staff, staff will be asked to use available disinfectants to wipe down touched services before and after restroom use. Restroom</p>	School Leaders	Signage on the floor to remind of spacing; signage to remind teachers of policies/recommendations in lounges or workspaces; signage to remind staff and students of procedure for cleaning in restrooms	Teachers and admin. staff get trained on policies and procedures for restrooms, offices, and teacher lounges/workspaces

	<p>times will be scheduled for each class (full class breaks in early grades; usable windows in upper grades) to ensure multiple students do not congregate in the restroom at the same time.</p> <p>Offices 6 ft. social distancing signs will be posted in offices to remind students and staff to maintain spacing if in the office. Maximum capacity will be determined for each office, and any waiting chairs will be spaced 6ft apart and facing in the same direction. When a main office is at capacity, any approved visitors will leave their phone number and wait outside the building (weather permitting; in car if possible) to be called. Students will not be called to the office or sent to the office to wait for a meeting or pick-up – they will remain in their classroom until their meeting is ready or pick-up has arrived and then the classroom will be called.</p> <p>Staff Lounges/Teacher Work Spaces Staff lounges will not be used for meetings or congregate meals. Teachers will be encouraged to bring food packaged in such a way that it does not require heating or refrigeration.</p>			
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	All staff will wash their hands with soap and water upon entering the building. Students will wash hands or apply hand sanitizer (minimum 60% alcohol solution) upon entering. Staff and students will sanitize or wash hands at minimum 3 additional times during the school day, including before lunch, after lunch, and before dismissal. All classrooms will have a sanitizing station that will be constantly monitored and restocked as needed.	Cross site operations lead managing custodial teams to ensure frequent restocking of sanitizer, soap, paper towels	Daily checklist of sanitizer stations and handwashing locations (i.e. restrooms); full inventory of sanitizer, soap, paper towels.	Brief PD on best practice for training students on proper hand hygiene protocols
Posting signs, in highly visible locations, that	Each school will print the following CDC-issued posters and post them throughout the building, including at entrance	School Directors responsible for ensuring	All signage printed out at each campus	No

<p>promote everyday protective measures, and how to stop the spread of germs</p>	<p>points, in hallways, and in all bathrooms:</p> <ul style="list-style-type: none"> ● Stop the Spread ● Wash Your Hands ● Germs Are All Around You ● Handwashing Is Your Superpower ● Cover Coughs and Sneezes <p>Student-facing posters on the proper wearing of face masks and how to social distance will also be posted throughout the building.</p> <p>Additional signage displaying the school's visitor policy and regulations regarding the wearing of face masks and social distancing will be posted on all entrance doors and in entrance lobbies/halls.</p>	<p>signage is posted; Pandemic Co-Coordina tors complete pre-opening walkthroughs</p>		
<p>Identifying and restricting non-essential visitors and volunteers</p>	<p>Families/Guardians Families will not be permitted to enter WCS school buildings except by appointment; weather-permitting, initial orientation meetings with families and necessary in-person parent conferences will be held in outdoor areas at the school with desks set up with plexiglass shields to maximize protection for both staff and family members; the commitment to keeping all stakeholders – students, families, and staff – safe will be emphasized in communication about these practices. Virtual meetings (i.e. Zoom, FaceTime) will be the strongly preferred means of school-family/guardian communication and conferences.</p> <p>Vendors and Contractors Vendors/contractors approved by both school-based leaders <i>and</i> the WCS Pandemic Team will be allowed on campus with proper identification after reading and affirming their full understanding of and compliance with the WCS health</p>	<p>WCS Operations and HR team and School Directors</p>	<p>Visitor badges; affirmation forms for any vendors/contractors</p>	<p>Brief PD for admin staff and teachers on policies for conferences and visitors</p>

	<p>and safety plan, including symptom checks, distancing, and masking policies. The only other non-staff permitted on campus will be approved substitutes in the WCS directory and final-round candidates for positions.</p> <p>Other Facility Use All other use of the WCS facilities will not be permitted through the end of the 2020-2021 school year, at which point the Pandemic Team will reevaluate this policy.</p>			
<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Out of an abundance of caution, WCS will not hold any interscholastic activities during the 2020-2021 school year. During on-campus sports activities, physical contact such as handshakes and high fives will be prohibited. Playgrounds can be used if physical distancing is maintained and the playground equipment is routinely cleaned. Recess and PE will be staggered to allow for physical distancing. Highly active games/activities will be allowed when PE or recess is held outside, but when inside, these games should be limited to minimize the additional spreading of respiratory droplets in an enclosed space. Any equipment used must be disinfected (spray and wipe) between cohorts of students.</p>	<p>Pandemic Team to create a task force to develop Athletics Health and Safety Plan</p>	<p>Cleaning materials stocked in areas where sports equipment is kept</p>	<p>Brief PD for teachers on recess protocols</p>
<p>Limiting the sharing of materials among students</p>	<p>WCS is securing additional materials – including class novels, electronic devices, headphones, workbooks – to ensure students do not need to share academic materials. Any materials that are shared (manipulatives, computers, writing utensils) must be disinfected (spray and wipe) between use by different students, even if those students are in the same cohorts.</p>	<p>School Directors</p>	<p>Additional materials ordered to eliminate the need for sharing of instructional materials</p>	<p>No</p>

	Students will not be allowed to bring in extraneous materials (toys, non-essential clothing, stuffed animals, etc.). Each student's belongings will be separated from others in individually labeled containers, cubbies, or seatback pouches.			
Staggering the use of communal spaces and hallways	Each side of each hallway will have a designated travel direction; each stairwell will have a designated travel direction. Hallways will be marked – particularly in areas where students are likely to line up – with physical reminders of proper spacing. Transitions will be limited by students staying in their classrooms and teachers transitioning between classrooms as needed.	School Director responsible for ensuring signage is posted in each building; Pandemic Team Co-ordinators complete pre-opening walkthroughs	Signage and physical barriers to separate halls and identify traffic direction in halls and stairwells	Brief PD for school-based staff to practice any transitions during the school day, including arrival and dismissal
Adjusting transportation schedules and practices to create social distance between students	Students will be spaced on buses according to CDC guidelines to the extent possible and will never have more than one student to a single bus seat (exception: students who live in the same household). WCS is working closely with the School District of Philadelphia to determine a bussing schedule that will maximize the ability to physically distance students on busses. Staff members will monitor the areas where students arrive and depart (outside the building each morning and afternoon) to ensure students do not congregate and maintain spacing before entering/after leaving the building. Car-line procedures for drop-off and pick-up will include students remaining in cars until signaled to exit and approach the building or remaining in classrooms until their parent/guardian has arrived, to avoid congregation near pick-up/drop-off areas. Multiple entrances and exits will be used	WCS Operations Lead	Bus routes; bus distancing visual; arrival and dismissal scripts and checklists	Brief PD for bus drivers/monitors regarding physical spacing requirements ; PD for school-based staff on arrival and dismissal protocols

	wherever feasible. Parents and caregivers will be required to wear masks at pick-up and drop-off. School bus drivers playground monitors, and other volunteers should also wear masks while on the premises.			
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classes will not mix at all – at all grade levels, K to 8 th – and students will remain in the same cohorts of a maximum size of 13-15 students (allowing for a full 6 ft of spacing in all classrooms). Students receiving pull-out services in accordance with their IEPs will be scheduled so that 6 ft of distancing is maintained in pull-out spaces and the number of cohorts from which these students are pulled is minimized.	School Directors; support on campus-based scheduling from members of the Pandemic Team	Daily schedule for each school	No
Coordinating with local childcare regarding on-site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	School-based leaders – supported by the cross-site admin team – will work to ensure that external childcare providers serving WCS students are aware of the WCS Health and Safety Plan and receive support in maintaining key principles of this plan. On-site after school programming run by WCS will adhere to the same guidelines laid out in this plan. To the extent possible, students will remain in their in-school cohorts; when this is not feasible, students will maintain spacing and masking requirements so as to mitigate risk in this setting. Students from separate cohorts may be placed in a large room with additional spacing (8-10 ft. “channels”) <i>between</i> cohorts of students. Cohorts may share these larger spaces but they should be kept separate. Physical barriers such as bookcases may help to reinforce social distancing. Larger rooms should be at 25% of maximal capacity.	WCS Pandemic Team coordinates with after-care providers at each school	Affirmation document for childcare providers to agree to adhere to principles of WCS Health and Safety plan	No
Other social distancing and safety practices	Limit in-person meetings of staff members to the maximum extent possible, including moving PD and coaching meetings to virtual settings. If staff meetings must be in-person, strictly maintain 6ft.	School Directors; CEO	Zoom accounts for all staff members	No

	of distancing and limit the duration of these meetings.			
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Monitoring Student and Staff Health

All students and staff will do an at-home symptom check – including a brief questionnaire about potential exposure and symptoms and a temperature check – each morning before departing for school. This information will be communicated to the school in real-time (app-based system), and any students who did not have an at-home screen will be screened upon arrival. When a staff member or student becomes ill at school, they will immediately be sent home and will wait in a designated isolation space until they are able to leave/be picked up. Within the isolation space, screens or curtains will be used to separate ill individuals from others. Isolation room should be disinfected after the sick individual has left. The school nurse and/or School Director – in consultation with the WCS HR department and Pandemic Team and local health authorities – will determine the need for quarantine and for dismissal of a cohort of students or grade level. Staff members or students who test positive will remain isolated according to the current CDC guidelines (as of this writing, 10 days since onset of symptoms, no fever and no fever-reducing medications in 24 hours) before returning to school. Staff members who cannot return will work with their health care provider and the WCS HR Department to determine reasonable accommodations to work from home delivering remote instruction. Students who choose not to return can opt for full remote instruction. The Pandemic Team will work with local health authorities to determine communication plans for families in the case of a confirmed case, in order to rapidly notify families while maintaining confidentiality. School Directors and school nurses will both have training in monitoring health and will follow the protocol for isolation and dismissal of students. Training will comply with state guidelines and be provided by our Student Health Provider, MACCS. Pandemic Team Co-ordinators will conduct a weekly review of protocols and any instances of symptom reports and isolation decisions with School Directors.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (y/n)
Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> Staff and contractors will be required to take their own temperature before reporting to school and to stay home if at or above 100.4°F or if experiencing other symptoms as outlined by The Philadelphia School District's Health Monitoring Protocol. Staff must complete a daily sign-in (app-based if possible) to affirm they are 	School Directors	Contact families to ensure all families have a thermometer to use; set up screening system to capture daily symptom reports from families (app-based).	PD required for all staff on the immediate protocol to follow if a student – or another adult – presents with symptoms

	<p>symptom-free each morning before work.</p> <ul style="list-style-type: none"> ● Parents/guardians will be asked to take their child's temperature and to keep their child home if the child has any influenza symptoms or signs of possible COVID or a temperature at or above 100.4°F or symptoms as outlined by The Philadelphia School District's Health Monitoring Protocol (see symptom check section of the plan). Parents/guardians complete a daily sign-in (app-based) to affirm student is symptom-free before arrival. If affirmation was not completed, the student is screened upon arrival with symptom/exposure questionnaire (app data used to generate list of students that need on-site screening each morning; temperature checks are limited to students who did not have a parent/guardian affirmation). ● Staff and students who are ill must stay home. ● Staff and students shall be sent home if they become ill at school. ● Students presenting symptoms will be sent to the nurse for further assessment. The nurse will make contact with parents/guardians and provide direction for re-entry. If no nurse is present, students will remain in designated isolation space under staff supervision until the parent/guardian arrives. 		<p>Thermometers for temperature checks at school when needed.</p> <p>App for at-home symptom check affirmation (google form if necessary).</p>	
<p>Isolating or quarantining students, staff, or visitors if they become sick or</p>	<p>Each campus will have a designated isolation space that can be immediately cleared and can hold 3-7 students with physical</p>	<p>School Directors, nurses, HR lead</p>	<p>Set up isolation room with proper PPE available; develop</p>	<p>All staff trained on the protocol to follow in</p>

<p>demonstrate a history of exposure</p>	<p>distancing. If a staff member or student presents with any symptoms (COVID-like illness defined as cough, shortness of breath OR any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell. Visual Inspection: signs including flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, extreme fussiness, cough, or shortness of breath), they will immediately be sent home and it will be recommended that they get themselves tested for COVID-19; while waiting to go home, they will wear a face mask and remain in the designated isolation space. PPE – including mask, face shield, gloves, and gown- will be available to the staff member assigned to oversee the isolation space. All efforts will be made to protect the confidentiality of a staff member or student who presents with symptoms and is sent home; follow up for students and staff (to determine if a test was taken and if the individual is positive for COVID-19) will be completed by the school nurse and the WCS HR department, in conjunction with the School Director.</p>		<p>written protocol for confidentiality and communication in the event of students/staff being sent home due to symptoms</p>	<p>case of staff member or student symptoms</p>
<p>Returning isolated or quarantined staff, students, or visitors to the school</p>	<p>If a staff member or student has been isolated or quarantined, the school will follow the direction of the WCS HR department and local health authorities before returning the staff member or student to school. The school nurse will coordinate this outreach in conjunction with School Director.</p>	<p>School nurse, School Director, WCS HR lead</p>	<p>Develop written protocol for confidentiality and communication in the event of students/staff being sent home due to symptoms</p>	<p>PD for nurse and school leaders on the appropriate return process</p>

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Pandemic Team calls immediate meeting upon notification of a positive case; works with local health authorities to determine closure needs (class/grade/school) and communicate closure to School Leader and staff. Pandemic Team and School Leaders jointly communicate closure to families; CEO manages communication with the public. Pandemic Team is responsible for changes to safety protocols and for engaging school-based staff and other stakeholders in these decisions.	Pandemic Team; School Directors	N/A	No
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Other Considerations for Students and Staff

All staff members will wear approved face coverings (loop around the ear, cover mouth and nose completely) while on campus, taking masks off only when in a room without other children or adults or when outside and 6ft or more away from others. Staff at a higher risk from COVID-19 will work with their health care provider and the WCS HR Department to determine reasonable accommodations; students with risk factors may continue to opt for fully remote instruction after the transition to a hybrid reopening. The WCS administrative team is working with staffing agencies and on the in-house staffing model to ensure a sufficient number of substitutes are available in case of teacher absences. Upon moving to a hybrid model, most teachers will provide both in-person and remote instruction, while some will be responsible entirely for remote instruction.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (y/n)
Protecting students and staff at higher risk for severe illness	The cohorting, spacing, disinfecting, cleaning, ventilation, isolation, and hygiene practices in this plan	HR Lead; School Directors	N/A	No

	<p>substantially decrease the risk for all students and staff, including those with higher risks of severe illness, but even complying with all CDC recommendations – and in many cases exceeding baseline recommendations – does not eliminate risk.</p> <p>Students All families have the option to continue fully remote learning when WCS transitions to a hybrid model if they do not feel comfortable with the risk level despite the mitigation techniques detailed here.</p> <p>Staff Staff members may work with the HR department and healthcare professionals around reasonable accommodations as needed.</p>			
Use of face coverings (masks or face shields) by all staff	All staff members (and contractors/vendors) are expected to wear masks from their arrival until their departure from the building. They may take breaks during their prep times by going outside, ensuring they are sufficiently distanced from others, and removing their mask, but should have their mask on during any instruction and any time in the building, unless in a room with no other students <i>or</i> adults. Face shields can be used in addition to masks but not in place of masks; masks should be ones that loop around ears, as they have been shown to be more effective than bandanna-style masks. Staff are responsible for bringing and cleaning their masks (disposable masks will be kept on-site in case a staff member forgets a mask)	School Directors	Extra disposable masks kept in stock at all campuses; clear masks provided for teachers of younger students	PD on proper use and cleaning of PPE
Use of face coverings (masks or face shields) by older students (as appropriate)	In accordance with current PA health department directives, all students in all grades will wear masks from the time they arrive at school (or board a bus, if they are bus riders) until the time they leave the premises or get off the	Teachers	Extra disposable masks kept in stock at all campuses	PD on training students to properly use PPE

	<p>bus. An exception is if students are outside and 6 feet away from their peers or if students are eating lunch (spaced at least 6 ft apart). Depending on a student's needs, they may be offered any combination of a cloth mask, KN95 mask, and/or face shields. While face shields may provide a supplemental layer of protection, all students and staff will be expected to wear a face covering that sufficiently covers their noses and mouths. Students who travel by bus are expected to arrive at and leave school with a mask that the family will launder.</p>			
Unique safety protocols for students with complex needs or other vulnerable individuals	School Principals will meet with the Directors of Special Education and the CEO before the school year to review the needs of students in their buildings that have complex needs; they will work with a team of teachers to develop specialized supports for these students and ask the Pandemic Team to review these plans before implementation.	School Directors; Director of Special Education; CEO; Pandemic Team	Template for planning procedures for special populations	No
Strategic deployment of staff	HR Team will work with School Directors in the case of staff receiving work-from-home accommodation requirements from a health care professional. In this hybrid model, in which some families will likely continue to opt for full remote instruction while others will choose to have both in-person and remote instruction, there is a need for staff members to teach students in-person and remotely.	School Directors; HR Lead	N/A	No

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
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COVID-19: Facts vs. Myths	All Staff	Tonya Harris, MACCS CEO	Zoom or In-Person	TBD by MACCS	December 2020	December 2020
Facilities Management- Air Ventilation	All Staff	Tiffany Days-Harris, Director of Operations Michael Van Hoy, Facility Manager	Zoom or In-Person	TBD by Michael Van Hoy	December 2020	December 2020
Food Safety	Cafeteria Staff	Tiffany Days-Harris, Director of Operations Joanna DiRienzi, Lintons District Leader	In-Person	TBD by Lintons	August/ September 2020	Ongoing
Student Health Services (Including SQA)		Tonya Harris, MACCS CEO Tiffany Days-Harris, Director of Operations	In-Person	TBD by MACCS	November 2020	Ongoing
Visitors Policy	Front Office Staff	Tiffany Days-Harris, Director of Operations	In-Person	WCS Visitor Policy	August 2020	Ongoing
Transportation	Lead Admin Asst, Bus Drivers and Bus Aides	Shonda Robinson, LAA Adrienne Oliphant, LAA Tiffany Days-Harris, DOS	In-person	SDP Transportation Guide Book	November 2020	Ongoing
Confirmed Cases of COVID-19 @ WCS	All Staff	Kim Krasnow, Director of Human Capital	In-Person	TBD by Kim Krasnow	August 2020	Ongoing

Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Ongoing Family Communication with updates on reopening plans and health and safety protocols	Parents	Kristi Littell, CEO	Weekly Family newsletter sent by email, posted to families on learning platforms and via text message, website posting. Our LEA currently has no ELL students but	3/13/20	Ongoing

			translation services will be made available as needed		
Ongoing Staff Communication with updates on reopening plans and health and safety protocols	Staff Members	Kristi Littell, CEO	Weekly Email updates to staff with increased frequency while school is in session	3/13/20	Ongoing
County and State Coordination to determine current mitigation levels in our community	PDE, School District of Philadelphia, Philadelphia Department of Health	Kristi Littell, CEO	Telephone, Email and Zoom communication	3/13/20	Ongoing
Parent Town Halls	School Parents	Kristi Littell, CEO	Zoom conferences	7/22/20	Ongoing as needed prior to building reopening
Staff Town Hall	School Staff	Kristi Littell, CEO	Zoom conferences	7/22/20	Ongoing as needed prior to building reopening
Health and Safety Plan Website Posting	School Stakeholders and all interested parties	Kristi Littell, CEO	Website Posting	8/14/20(after approved by Board)	8/14/20 (with updates may be made to reflect changes in best practices).

Health and Safety Plan Summary

Facilities Cleaning, Sanitizing, Disinfecting, and Ventilation

When students and staff return to school, ensuring that surfaces throughout the building are frequently cleaned and disinfected is a top priority. A full-scale disinfecting process – with specialized equipment, used by a contracted provider – will occur twice a year in each building. In addition, high touch surfaces will be cleaned and disinfected several times each day, with a full scope building disinfection every Friday. In addition, high touch surfaces will be cleaned and disinfected several times each day. Custodial

staff will be trained on how to fully and safely clean these surfaces; checklists will be used to ensure all necessary surfaces are cleaned at the proper frequency; the WCS Operations team will continue to ensure campuses have the cleaning supplies they need, and School Directors will conduct weekly reviews of the procedures and checklists to ensure all cleaning protocols are being implemented with fidelity. On a daily basis, School Directors will complete building walkthroughs to ensure all checklists are completed around the building. Ventilation practices – from a review of existing systems and remediation if needed, to basic practices like keeping doors and windows open – are also part of the risk mitigation plan.

Social Distancing and Other Safety Protocols

Classrooms will be emptied except for desks and essential learning materials. Each classroom will be home to one cohort of students. cohorts will have between 8-15 students. Students will be spaced 6 ft apart in all classrooms with desks facing in the same direction. Students will be spaced 6 ft apart in all classrooms with desks facing in the same direction. For both RAC and Kindergarten cohorts grade levels, students will spend nearly all of the day with one staff member - a homeroom teacher (Kindergarten) or a Remote Access Center Leader (RAC). Students will remain in their classroom throughout the day – except for recess or PE – and will not go to the cafeteria for lunch or to a library or multipurpose room where they would share a space with other students outside their cohort. Students and staff will wash or sanitize their hands at least 4 times each school day for designated hand hygiene breaks, in addition to the following events: upon facility and classroom entry, before and after breaks, before and after eating, before and after preparing food and drinks, before and after medication administration. after using the toilet. after coughing, sneezing, or blowing nose, after playing outdoors, and before and after group activities.

. All students and staff will receive training on social distancing, masking, and hand hygiene to support a safe and healthy school environment. Visitors – including families/guardians – will not be allowed in the building except in extreme extenuating circumstances. WCS will align with the [visitor protocol published by The School District of Philadelphia](#). Spacing will be maintained on buses and at arrival and dismissal through carefully choreographed drop-off and pick-up routines.

Monitoring Student and Staff Health

All students and staff will do an at-home symptom check – including a brief questionnaire about potential exposure and symptoms and a temperature check – each morning before departing for school. This information will be communicated to the school in real-time (app-based system), and any students who did not have an at-home screen will be screened upon arrival. When a staff member or student becomes ill at school, they will immediately be sent home and will wait in a designated isolation space until they are able to leave/be picked up. The school nurse and/or School Director – in consultation with the WCS HR department and Pandemic Team and local health authorities – will determine the need for quarantine and for dismissal of a cohort of students or grade level. Staff members or students who test positive will remain in isolation according to the current CDC guidelines (as of this writing, 10 days since onset of symptoms, no fever or fever-reducing medications in 24 hours) before returning to school. Staff members who cannot return will work with their health care provider and the WCS HR Department to determine reasonable accommodations to work from home delivering remote instruction. Students who choose not to return can opt for full remote instruction. The Pandemic Team will work with local health authorities to determine communication plans for families in the case of a confirmed case, in order to rapidly notify families while maintaining confidentiality. School Directors and school nurses will both have training in monitoring health and will follow the protocol for isolation and dismissal of students. Pandemic Team Co-Coordinator will conduct a weekly review of protocols and any instances of symptom reports and isolation decisions with School Directors.

Other Considerations for Students and Staff

All staff members will wear approved face coverings (loop around the ear, cover mouth and nose completely) while on campus, taking masks off only when in a room without other children or adults or when outside and 6ft or more away from others. Staff at a higher risk from COVID-19 will work with their health care provider and the WCS HR Department to determine reasonable accommodations; students with risk factors may continue to opt for fully remote instruction after the transition to a hybrid reopening. The WCS administrative team is working with staffing agencies and on the in-house staffing model to ensure a sufficient number of substitutes are available in case of teacher absences. Upon moving to a hybrid model, most teachers will provide both in-person and remote instruction, while some will be responsible entirely for remote instruction.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Wissahickon Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on March 10, 2021.

The plan was approved by a vote of:

Yes
 No

Affirmed on: August 13, 2020

By:

(Signature of Board President)

(Print Name of Board President)

