Esperanza Cyber Charter School

Health and Safety Plan

ECCS will continue to provide high quality education to our students. Daily operational procedures for instruction and support of students provided by instructors, paraprofessionals and administrative staff are virtual. ECCS Health and Safety plan is to address the reopening school year 2020-2021. ECCS main office services will be held virtually as well in order to protect students, staff and families.

Table of Contents

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: Esperanza Cyber Charter School

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

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

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

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

Type of Reopening

Key Questions

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

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

☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

☐ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

☒ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 27, 2020

Pandemic Coordinator/Team

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

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Jon Marsh	Chief Executive Officer	Health and Safety Plan Development
Joseph Papeika	Principal- Middle & High School	Both
Zachary Devlin	Principal- Elementary School	Both
John Madden	Director of Instructional Support	Both
Anthony Roman	Federal Programs Coordinator	Both

Key Strategies, Policies, and Procedures

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

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

For each requirement within each domain, document the following:

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

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

Esperanza Cyber Charter School will be following CDC guidelines and state mandates to return to the school building. ECCS school building is being sanitized daily multiple times throughout the day. ECCS cleaning crew is constantly cleaning throughout the day

when staff are nearby and after staff are not present. There are crew members present throughout the hours the building is open. The cleaning crew will go in-depth cleaning to meet CDC guidelines. Signs are posted from the entrance of the building and throughout the building regarding to social distancing practices and hygiene. The signs were directly taken from the CDC's Printable Resources. Instructors and Administrative staff will sanitize their workstations with disinfectant bottles and disinfectant wipes every day. There are multiple hand sanitizer stations placed throughout the building.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	On April 2020, cleaning supplies were purchased in preparation of upcoming school year (20-21). All cleaning supplies were purchased such as gallons of hand sanitizer, wipes and tissues

CDC signs are posted in the entire building offices. (Social Distancing practices, hygiene and Hand Washing)

Cleansing of all areas within our building using CDC guidelines. | Continue to maintain months of cleaning supplies.

Signs will stay posted throughout the building the entire year

Disinfecting and cleaning will continue to occur multiple times throughout the day. | Pandemic Team

Joseph Papeika and Zachary Devlin- (Elementary, Middle and High School Principals)

Joseph Papeika and Zachary Devlin- (Elementary, Middle and High School Principals) | Safety/Cleaning Supplies

CDC Website

Already Acquired | No

No

No |

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)
Other cleaning, sanitizing, disinfecting, and ventilation practices	Pandemic Team will review CDC guidelines and local health guidelines daily. Adjustments will be made depending on CDC guidelines.	Pandemic Team will continue reviewing CDC guidelines daily.	Pandemic Team	CDC Website/ PDE	No

Social Distancing and Other Safety Protocols

Esperanza Cyber Charter School's essential staff and leadership will work in the office as needed. Instructors and other staff will be working remotely but may work on-site in a cubical six feet apart from others. Essential staff and instructors that are on site will kindly be asked to eat their lunch at their workstations to prevent spread of COVID-19. Staff members must continue following CDC guidelines and keep practicing social distancing. Staff must also limit interaction and are expected to handwashing followed by CDC guidelines. Staff meetings will continue to be virtually to avoid a high capacity of staff in a room and to ensure we are following CDC guidelines on social distancing.

Esperanza Cyber Charter School will be conducting IEP meetings virtually and on site depending on the determination of the IEP team. Special Education Coordinator may request IEP meetings to be on site with the parent. If an IEP meeting will be occurring in person, it must be held in a spacious area applicable to health and safety guidelines. The interaction of the IEP meeting must be one-to-one but may include a translator if needed. School Psychologist will evaluate and reevaluate students on site. The student and the School Psychologist will remain 6 ft apart separated by Plexiglass dividers.

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Students will be attending classes remotely. Workstations of essential workers and instructors will be six feet apart. Workstations must be cleaned every day.	Students will remain attending classes remotely.	Dr. Jon Marsh (Chief Executive Officer)	None	No
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Instructors will inform students virtually of hygiene routines and best practices for social distancing	Information provided to students of social distancing and Hygiene routines will continue.	Joseph Papeika and Zachary Devlin- (Elementary, Middle and High School Principals)	CDC Website	No
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	CDC provides signs that are posted in offices, bathrooms and hallways providing information of social distancing and handwashing.	Signs will remain posted throughout the year.	John Madden (Director of Instructional Supports)	CDC Website	No
* Identifying and restricting non-essential visitors and volunteers	Visitors will report to security in which security contacts receptionist if we are expecting a visitor. Required documentation for enrollment will be emailed to the enrollment department.	Limit visitation for the school and all paperwork will be done online Visitor may be for IEP meeting or at-risk department.	Dr. Jon Marsh (Chief Executive Officer)	None	No
Limiting the sharing of materials among students	Pencils, pens, sticky notes and notepads will not be shared between staff. Instructors will limit sharing materials and books. Students will have their own textbooks and computer device.	Students and staff will continue to have their own materials.	Dr. Jon Marsh (Chief Executive Officer)	General School Supplies	No

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)
Staggering the use of communal spaces and hallways	Stairwell traffic must follow arrows posted on the floor. There is a limit to using the elevator (2 people). Each person must stand on 6 feet apart emblem placed on the floor while using elevator.	We will continue to practice social distancing and handwashing.		Already Acquired	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Essential Workers and instructors will remain 6 feet apart. Meetings will be done virtually.	Meetings will continue to be virtually, and cubicle workstations are provided surrounded with wall panels.	Joseph Papeika and Zachary Devlin (Elementary/Middle/ High School Principals)	None	No

Monitoring Student and Staff Health

Key Questions

Summary of Responses to Key Questions:

Esperanza Cyber Charter School mandate staff to answer numerous COVID-19 questions before entering the building which determines if staff can work in the building. Results must be shown to security at the entrance of the building. For this upcoming school year 20-21 students will be attending classes virtually with the computer device that will be provided in the Esperanza parking lot. If a staff or other member of the school community becomes ill and has been exposed to an individual confirmed positive for COVID-19 he or she may not enter the building. They must be tested for COVID-19 and self-quarantine for 14 days. Furthermore, the staff member may continue to work from home. The School's Leadership will be responsible for making decisions regarding quarantine or isolation requirements of staff. If a staff member confirmed to have COVID-19, the staff member is not allowed to work at ECCS building. In order for ECCS staff member return to school building he or she is mandated to provide COVID-19 test

results exhibiting negative results. Essential workers and instructors will have a flexible schedule in which they may work on site and remotely. Staff members that are uncomfortable returning to the building may work fully remotely.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Monitoring students and staff for symptoms and history of exposure**	Provide information to students, staff and visitors of self- screening for signs and symptoms of COVID-19 at home before reporting to work or school building for any questions/concerns or meetings.	Same as Yellow Phase.	Joseph Papeika and Zachary Devlin (Elementary/Middle/ High School Principals)	CDC, DOH website	No
* **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure**	Staff that have been out of the country or to hotspots in the states will have to self-quarantine for 14 days and get tested for COVID-19.	Same as Yellow Phase	Joseph Papeika and Zachary Devlin (Elementary/Middle/ High School Principals)	CDC, DOH website	No
* **Returning isolated or quarantined staff, students, or visitors to school**	Staff, who tested positive for COVID-19 will be asked to self-quarantine and provide clearance of COVID-19 by health professional before returning to the school.	Same as Yellow Phase	Joseph Papeika and Zachary Devlin (Elementary/Middle/ High School Principals)	CDC, DOH, Local Health Agencies	No
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Families and staff will be immediately notified via letter and email if there is a confirmed COVID-19 case or if any changes are made to our Health Safety Plan.	Same as Yellow Phase	Dr. Jon Marsh (Chief Executive Officer)	None	No

Other Considerations for Students and Staff

Esperanza Cyber Charter School will keep the learning center closed for the 2020-21 school year. Students will be attending classes remotely with extra support from instructors and paraprofessionals. ECCS wants to ensure we are keeping families, students and staff

safe. Esperanza Cyber Charter School will continue deliver quality learning to students by providing reliable resources, being attentive to students needs and overcoming any student barriers to continuing their education. Esperanza Cyber Charter School will also provide students with diagnostic and formative assessments in the beginning of the school year in order to identify student learning gaps. These assessments will help address individual and classroom needs post COVID-19. ECCS will also provide an evaluation of curriculum topics that were being taught while schools were closed and those that were expected to be covered throughout the period of school closure. This will help ECCS with identifying where each student struggles due to COVID-19 and being able to provide students assistance to continue their education.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* **Protecting students and staff at higher risk for severe illness**	Students will be attending classes from home. Staff will be working remotely but may be permitted to work on site based on leadership determination.	Same as Yellow Phase			
* **Use of face coverings (masks or face shields) by all staff**	Face Covering will be required for all visitors who enter the building and there will be limitations on visitors.	Same as Yellow Phase			
Strategic deployment of staff	Staff will be working remotely but may be permitted to work on site based on leadership determination.	Same as Yellow Phase.			

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
Cleaning and Disinfecting Workplaces, Homes and Schools	Students, Faculty/Staff, Parents	Joseph Papeika (Principal)	Online, publications	Regulatory and Best Practice Guidelines	07/31/2020	08/26/2020
Guidance on Preparing Workplaces for COVID-19	Staff, Faculty	Dr. Jon Marsh (Chief Executive Officer)	Online, publications	Regulatory and Best Practice Guidelines	07/31/2020	08/26/2020
10 Steps to managing COVID-19 Symptoms at Home	Students, Faculty/Staff, Parents	Joseph Papeika and Zachary Devlin (Elementary, Middle and High School Principals)	Online, publications	Regulatory and Best Practice Guidelines	07/31/2020	08/26/2020

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is

particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Mode of Communications	Start Date	Completion Date
Prevention of COVID-19 Guidelines from CDC	Students, Parents, Faculty/Staff	Email publications, School Website		
Procedures of Face Coverings	Students, Parents, Faculty/Staff	Email publications, School Website		
Practicing Social Distancing/Importance of Handwashing	Students, Parents, Faculty/Staff	Email publications, School Website		

Health and Safety Plan Summary: Esperanza Cyber Charter School

Launch Date: August 27, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* **Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**	• Hand Sanitizer stations are located throughout the building. • Restrooms are sanitized and have a limited capacity of using at once. • Workstations will be cleaned everyday before beginning the day and after staff leaves the building. • Cleaning staff will clean all surfaces in the building door knobs, elevator, stairwell railings, light switches, workstations and floors. • Plexiglass will be placed in receptionist area for face to face interaction if necessary.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* **Monitoring students and staff for symptoms and history of exposure** * **Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure** * **Returning isolated or quarantined staff, students, or visitors to school** **Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols**	• Inform staff, parents and students on self-screening at home for signs or symptoms of COVID-19 before reporting to School building or work. • Provide information to staff and faculty the importance of staying home if ill. • Notice of being absence for work because of COVID-19 must be provided. • Daily COVID-19 related survey must be completed before clocking in or entering the school building.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* **Protecting students and staff at higher risk for severe illness** * **Use of face coverings (masks or face shields) by all staff** * **Use of face coverings (masks or face shields) by older students (as appropriate)** **Unique safety protocols for students with complex needs or other vulnerable individuals** **Strategic deployment of staff**	• Students will be attending classes virtually from their homes. • Staff that have a higher risk can work remotely from home to avoid interact with other staff. • All staff, students and parents visiting the school building must report with face masks. • Essential Staff will have a flexible schedule in which they may work remotely or work at the school building practicing social distancing.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Esperanza Cyber Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on October 29, 2020.
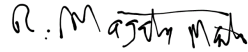
The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: October 29, 2020

By:

_____

(*Signature* of Board President*)

Rev. Magaly Martinez

_____

(*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.