

Mercy School for Special Learning

Beth Grys

Plan Submitted By

Beth Grys

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

Mercy School for Special Learning

What is your scheduled first day of school for the 2020-2021 school year?

Aug 31, 2020

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

Mercy School For Special Learning is planning to physically open our site with student and staff safety our first priority. The school building will be thoroughly cleaned and disinfected prior to the return to school for staff, and cleaned again the night before students enter the building. Posters and signs will be posted through out the building encouraging healthy practices. Students will enter the building one at a time for a health check and, if cleared, will go directly to their classrooms. Hallways will be cleared of any extraneous items to allow for more space. Classroom environments will be set up to allow for proper distancing between students. We will have prayer in each classroom and dismiss from classrooms at the end of the day.

How did you engage stakeholders in the type of re-opening your school entity selected?

Once our plans have been approved we will place our policy on our school website. We will also post to our social media, the link to the plan on our website. Faculty and staff will also be informed that the plan has been approved and will be emailed a copy for review. We will be sending parents a one page highlight of the plan as well. A letter will be going home to families the week of July 13th, to encourage families to begin practicing proper mask wearing with their children.

Our School Board will also be sent the plan and the principal will review it with them during our August meeting.

How will you communicate your plan to your community?

Once our plan is approved we will provide a link on all of our social media platforms to our website where the plan is located. Faculty and staff will receive a copy of the plan for review. Parents will be sent a one page plan highlight with a link to the entire plan on our website. Our School Board will be sent the plan upon approval and the principal will review it with them during our August meeting. Mercy will also be sending out a Constant Contact communication to our database to inform them of all we are doing to keep our students, faculty, and staff safe.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

The principal would evaluate the information prompting a possible close or significant change to current operations. The principal and head teacher will then consult. The school will receive consultation and guidance from the Department of Health and interaction and direction with the Diocesan Office of Education

Pandemic Team & Coordinator

| | Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities |
|---|-----------------|-------------------------------|--|
| 1 | Beth Grys | Administration | Both |
| 2 | Diane Schultz | Head Teacher | Both |
| 3 | Nancy Peluso | Teacher | Health and Safety Plan Development |
| 4 | Vickie McHale | Teacher | Pandemic Crisis Response Team |
| 5 | Germaine Jordan | Teacher | Health and Safety Plan Development |
| 6 | Leann Stanley | Pre-School Teacher | Pandemic Crisis Response Team |

| | Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities |
|----|-------------------|-------------------------------|--|
| 7 | Donnalee Carr | Teacher | Health and Safety Plan Development |
| 8 | Kim Rompilla | Teacher | Health and Safety Plan Development |
| 9 | Sue Kaczmarek | Teacher | Both |
| 10 | Mark Napierkowski | Director of Development | Pandemic Crisis Response Team |

How will you ensure the building is cleaned and ready to safely welcome staff and students?

Our building will have its typical summer cleaning. The building will be cleaned and disinfected before faculty and staff return and again the night before the students return. The principal will inspect all school areas prior to ensure they are safe for faculty, staff, and students.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Mercy has contacted all of our usual suppliers to let them know of the items we will need to open school. We have placed orders for initial deliveries and started to compile an inventory to begin the school year. We will identify a list of items that must be ordered regularly and contact multiple suppliers to ensure a complete inventory.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

Teachers, para-professionals, and staff will wash hands multiple times during the day. They will also have access to and be directed to use hand sanitizer. Students will wash hands as soon as they come into the classroom, upon touching of material that cannot be individualized, after all activities, and after bathroom usage. Our teachers will instruct students in washing hands. This is to be done consistently.

All bathroom areas will be disinfected after each use. Surfaces will be sprayed with disinfectant spray. PPE equipment will be provided for all staff. This will include, Face shields, masks, coverings for clothes, gloves, and any other equipment necessary for the protection of faculty, staff, and students.

Mercy will be cleaned each evening by a professional cleaning company. The building and all areas will be cleaned, disinfected, and sanitized. Our air filters will be replaced prior to the start of the year and cleaned each week.

What protocols will you put in place to clean and disinfect throughout an individual school day?

Mercy will provide multiple hand sanitizing stations throughout the school and within each classroom, therapy room, sensory room, office, all-purpose room, and office. All rooms will have a container with cleaning and disinfecting supplies.

- * Surfaces in classrooms will be cleaned and sanitized every hour and between classes.
- * All surfaces in the bathroom including, but not limited to, sinks, toilets, urinals, floors, and any other surface that is touched by students and staff, will be disinfected after each use.
- * Water fountains will remain closed.
- * HEPA Filters will be located in each classroom.
- * Community rooms will be cleaned after each use. A list of cleaning instructions will be available in each community room.

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?

Mercy will provide training for ALL faculty and staff prior to the start of school. During this training the Health and Safety plan will be reviewed. We will instruct on the products we will be using for cleaning and disinfecting during the day. All faculty and staff will be instructed on all Health and Safety policies which will be implemented. All staff will sign a form indicating that they have been instructed on Health and Safety policy and all procedures and policies that will be enforced at the school this year.

The principal will ask questions during training to gauge learning. The principal as well as assigned staff will monitor compliance during the day. Brief weekly meetings will be held to answer questions and discuss positives and negatives. At our monthly faculty meetings, we will review our procedures and policies to see if any adjustments need to be made in the best interest of the health and safety of our school community.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

| | Lead Individual & Position | Materials, Resources, and/or Supports Needed | PD Required (Y/N) |
|--------------------------|--|--|-------------------|
| | Lead Individual & Position | Materials, Resources, and/or Supports Needed | PD Required (Y/N) |
| Top Job Cleaning Company | They are prepared to meet all CDC requirements for cleaning. | No | |

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

| | Lead Individual & Position | Materials, Resources, and/or Supports Needed | PD Required (Y/N) |
|--------------------------|---|--|-------------------|
| Top Job Cleaning Company | They are prepared to meet all CDC requirements. | No | |

Other cleaning, sanitizing, disinfecting, and ventilation practices

| | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--|--|--------------------------------|---|--|-------------------|
| All procedures will go above and beyond Yellow phase requirements. above and beyond Yellow Phase Requirments | All cleaning procedures will go above and beyond Green phase requirements. | Beth Grys, Principal | Mrs. Grys will work with Top Job Cleaning Company and Diane Schultz to ensure cleaning practices are completed. | Yes | |

How will classrooms/learning spaces be organized to mitigate spread?

Each classroom at Mercy is a unique learning space based on the special needs of the students. Each classroom teacher will review the environment of their classroom to decide how to physically space students. Space has been made in the All-Purpose room to house large cabinets and extra furniture to allow for proper social distancing. The principal and teacher will review the plans for each classroom.

* Sensory Room: The ball pit will be removed as well as any non-necessary items. Only one student will be allowed at a time.

* Library: Teacher will come in and select books for the students.

* Therapy Rooms: All desks will be positioned to adhere to social distancing guidelines.

* Chapel: Seats will be removed or turned over to allow for social distancing.

* Students will use individual supplies for their activities. Teachers will create supply boxes that will be kept at their desk. The students will also have small boxes for their masks should their be a time, such as recess, that they will remove them.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

Classrooms will be self-contained for 3/4 of the day. The remainder of the day will allow for small group switching for core subjects if needed based on groupings and special life skills instruction. If needed, teachers will switch classrooms and students will stay in their primary classroom. This will not occur everyday.

Mercy will also use community spaces to spread out students to maintain social distancing.

What policies and procedures will govern use of other communal spaces within the school building?

A list of room requirements will be posted in each room. This will include all cleaning and disinfecting requirements. A schedule for room use will be created to allow for individual class use only. All community rooms will be scheduled for use.

Community rooms will also be part of the evening cleaning. Students will eat lunch in their classrooms.

How will you utilize outdoor space to help meet social distancing needs?

Teacher will be encouraged to take advantage of good weather days to teach outside of their lessons lend themselves to be held outdoors.

How will you adjust student transportation to meet social distancing requirements?

Mercy School For Special Learning has students bussing from over 10 school districts depending on the enrollment. Public School Districts will provide us with their bussing schedule to Mercy. They will be informed of Mercy's Re-Opening plans.

During arrival, busses will disembark individually. Cars will disembark one at a time. We will have colored circles outside to visually help the students maintain social distancing requirements. At dismissal, students will be called to the door from their classroom, Car riders will be called individually and busses will be loaded one at a time.

What visitor and volunteer policies will you implement to mitigate spread?

Mercy will not have volunteers in the building August thru the end of December. During the month of December, we will reevaluate for January through June. All volunteers will be made aware of this policy.

Visitors will be limited to school district personnel coming to evaluate or observe students for the purpose of testing. Behavior specialists, therapists, and TSS workers will also be allowed within the building. All visitors will follow Mercy School Guidelines for symptom screening and face coverings while accessing the building. All deliveries will come directly to the office. No other visitors will be allowed in the school buildings.

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

All policies and procedures will be school wide and not based on age or grades.

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?

Mercy will provide training to All faculty and staff prior to the start of school. During this training the Health and Safety plan will be reviewed. We will instruct on the products we will be using during the day. All the faculty and staff will be instructed on all of the Health and Safety policies and procedures that will be enforced at the school this year. The principal will ask questions during the training to gauge learning. The principal as well as assigned staff will monitor compliance during the day. Briefly weekly meetings will be held to answer question and discuss positives and negatives. At our monthly faculty meeting, we will review procedures and policies to see if any adjustments need to be made in the best interest of the health and safety of our school community.

Social Distancing and Other Safety Protocols

| | Actions Steps under Yellow | Action Steps under Green | Lead Individual | Materials, Resources and/or Supports Needed | PD Required (Y/N) |
|---|---|--------------------------|----------------------------|---|-------------------|
| Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix. | All classroom will be set up to allow 3-6 feet between students. Teachers will continue to maintain 3-6 feet distance as probable due to the special needs of our students. | Same as yellow | Principal and Head Teacher | k list and observation forms. | No |
| Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | All community spaces will have Policies and Procedures listed in the room. All community rooms have their use scheduled in advance. | Same as yellow | Principal and Head Teacher | | No |

| | Actions Steps under Yellow | Action Steps under Green | Lead Individual | Materials, Resources and/or Supports Needed | PD Required (Y/N) |
|---|---|--------------------------|--|--|-------------------|
| Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices. | Faculty and Staff will be trained in the best practices as guided by the PA Department of Health. | Same as yellow . | Pandemic Team | Hand sanitizing stations and supplies will be located in all pertinent areas. | Yes |
| Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs. | Signs will be located throughout the school building. | Same | Pandemic Team | Posters and signs will be created or purchased. | Yes |
| Identifying and restricting non-essential visitors and volunteers. | Visitor policy will be posted on all entrances. Policies will be listed on our website for non-essential visitors and volunteers. | Same | Principal and the Health and Safety Development Team | Posters and Signs will be created or ordered. | |
| Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports. | Physical education classes will only consist of activities which will allow for independent activities while maintaining social distance. | Same as yellow . | Physical Education teacher in conjunction with the Principal | Markers to concretely show students physical distancing. | Yes |
| Limiting the sharing of materials among students | All students will have individual boxes to hold needed materials. They will also have containers to store their masks when not in use. | Same | Principal in conjunction with classroom teachers. | Schedules for therapists, consultants, and nurses must be created to ensure limited additional adults in the classrooms. | No |

| | Actions Steps under Yellow | Action Steps under Green | Lead Individual | Materials, Resources and/or Supports Needed | PD Required (Y/N) |
|--|--|--------------------------|---|---|-------------------|
| Staggering the use of communal spaces and hallways | The use of all community spaces will be strictly scheduled in advance . A schedule will be establish for routine bathrooming. | Same as yellow . | Head teacher | Posted rules. | Yes |
| Adjusting transportation schedules and practices to create social distance between students | We are not able to control the poicies and extent to how our children are transported to school. We will stay in constant contact with the districts and systematically have students enter and exit the building. | Same as yellow | Principal in conjunction with classroom teachers. | Procedur es will ne posted. | Yes |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | Classrooms must have the appropriate number of faculty of staff in the classrooms based on ratio guidelines and the needs of the the individual students. Many of our students have nurses or behavior specialists. We will keep the numbers of those adults to a strict minimum. | Same | Principal in conjunction with classroom teachers. | Schedules for therapists , consultants, and nurses must be created to ensure limited additional adults in the classrooms. | No |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | N/A | N/A | N/A | N/A | |
| Other social distancing and safety practices | Classrooms with be self-contained for 3/4 of the day. The remainder of the daywill allow for small group switching for core subjects if needed based on groupings and special life skills instruction. If needed, the teachers will switch classrooms and students will stay in their primary room. THis will not occur everyday.Mercy will also use community spaces to spread out students to maintain social distancing | Same as Yellow | Principal | None | |

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Faculty and staff will report directly to the office each morning. THEY will have their temperature checked and complete a small questionnaire with general questions regarding symptoms and exposure. All information will be recorded and kept confidential.

Students will have their temperature checked each morning as they come into school. Each teacher will have a non-contact thermometer to check during the day as needed. Faculty and staff will observe students for any signs of illness and contact the Principal or Head teacher if they exhibit symptoms.

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)?

1. Students who ride the bus will be checked upon exiting the bus before entering the building, weather permitting, and in the vestibule when there is inclement weather.
2. Students who are car riders will be walked to the front door and their temperature will be checked with parents present.
3. Teachers who are on duty will be checking and recording temperatures.
4. Parents will be asked to check temperatures at home before their child leaves for school as well, but will be rechecked upon arriving.

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?

1. If a student becomes ill during the school day, or are checked to have a fever of 100 or higher, will be taken to our isolation room. Parents will be called to come and pick up the students. They will enter through our side door which is located next to our Isolation room.
2. If faculty or staff members become ill during the day, they will leave school immediately. If they are not able to drive themselves, they will also be in the isolation room until can be arranged.
3. If a teacher has been exposed to a person who is positive for COVID, we will follow the guidelines of the PA Department of Health and the Office of Education.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

The Principal and/or Head teacher will be the responsible for making decisions concerning quarantine or isolation decisions.

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?

Mercy will follow the recommendations of the PA Department of Health Guidelines and the Office of Education. A doctor's release will be required 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?

Mercy will follow the recommendations of the PA Department of Health Guidelines and the Diocesan Office of Education.

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?

Mercy will follow the recommendations of the PA Department of Health Guidelines and the Diocesan Office of Education.

Should we be allowed to inform families, we will contact the families directly and send email notifications.

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?

Mercy will provide training to ALL faculty and staff prior to the start of school. During this training, the Health and Safety plan will be reviewed. We will instruct on the products we will be using during the day. All faculty and staff will be instructed on all Health and Safety policies and procedures that will be enforced as the school this year. Mercy will have a registered RN, Donna DeMatos, who will consult with us and participate in our training.

The principal will ask questions during the training to gauge learning. They principal, as well as assigned staff, will monitor compliance during the day. Brief weekly meetings will be held to answer questions and discuss positives and negatives. At our monthly faculty meeting we will review procedures and policies to see if any adjustments need to be made in the best interest of the health and safety of our school community.

Monitoring Student and Staff Health

| | 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 | All faculty , staff, and students will be monitored upon entering the building each day. Students will also be monitored during the day should s student present symptoms. | Same as yellow . | Principal in conjunction with classroom teachers. | Thermometers and record sheets. | Yes |
| Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | 1. If a student becomes ill during the school day, or are checked to have a fever of 100 or higher, will be taken to our isolation room. Parents will be called to come and pick up students. They will enter through our side door which is located next to our Isolation room. 2. If faculty or staff members become ill during the day, they will leave school immediately. IF they are not able to drive themselves, they will also remain in the isolation room until transportation can be arranged. 3. IF a teacher has been exposed to a person who is positive for COVID, we will follow the guidelines established by the PA Department of Health and the Office of Education. | Same as yellow . | Principal and Head Teacher | Properly supplied health room. | Yes |
| Returning isolated or quarantined staff, students, or visitors to school | Mercy will follow the recommendations of the PA Department of Health and the Office of Education. A doctor's release will be required. | Same as yellow . | Principal in conjunction with the PA Department of Health Guidelines | Directives from thje PA Department of Health. | Yes |
| Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | Principal and Head teacher will consult to make decisions of closings or significant procedural changes. We will contact the Office of Education. We will contact families through phone calls and/or emails. | Same as yellow . | Principal and Head Teacher | Directives from the PA Department of Health | Yes |
| Other monitoring and screening practices | Faculty and staff will report directly to the office each morning. They will have their temperature checked and complete a questionnaire with general questions regarding symptoms and exposure. All information will be recorded and kept confidential. Students will have their temperature checked each morning as they come into school. Each teacher will have a non-contact thermometer to check during the day as needed. Faculty and staff will observe students for any signs of illness and contact the Principal or Head teacher if they exhibit symptoms. | Same as Yellow | Principal and Head Teacher | Thermometers and record sheets. | Yes |

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

All faculty and staff will wear masks or face coverings (shields) during the school day.

Students who are capable of putting on masks or shields and removing them independently, will wear them during the school day. They may be removed for lunch and recess.

Students who are not capable due to their disabilities to wear masks will not be required to do so. However, putting masks on and removing them will be part of our daily lessons.

If social distancing can be achieved, face coverings can be removed.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

All students at Mercy School For Special Learning are at a greater risk for severe illness. Our protocols are established with that consideration in mind.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

We have a current list of substitutes that are willing to work at Mercy for the 2020-2021 school year. They will participate in our summer training. Any substitute that cannot attend the training will be trained one on one with the Principal or assigned Faculty member.

How will the School 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?

All of the classrooms at Mercy have one faculty member and at least one para-professional who will ensure quality learning opportunities for those students. Staff that due to COVID-19 will have alternate jobs this year such as job coaches, will be available to assist classroom teachers. Teachers at Mercy are well-connected with their families and will continue to be resources.

Our Religion Coordinator will be planning her lessons to help our students with their social and emotional wellness from a faith perspective.

Other Considerations for Students and Staff

| | Action Plan in Yellow Phase | Action Plan in 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 | All students at Mercy school have special needs. We consider ll of them to be at increased risk. We also have faculty and staff in the high risk category. Our policies and procedures were created with those factors at the top. | Same as under yellow . | Principal and Head teacher | Directives from the PA Department of Health | Yes |
| Use of face coverings (masks or face shields) by all staff | All faculty and staff will be required to wear masks or shields during the school day. | Same as under yellow . | Principal and Head teacher are charged with enforcement of faculty and staff. | Spare masks will be amde available. | No |
| Use of face coverings (masks or face shields) by older students (as appropriate) | All students who are able to wear facemasks or shields will be required to do so. If social distancing can be achieved face covernings can be removed. | Same as under yellow . | Classroom teachers will be responsible fotr the students under their care. | Spare masks will be amde available. | No |

| Action Plan in Yellow Phase | | Action Plan in Green Phase | Lead Individual and Position | Materials, Resources, and/or Supports Needed | PD Required (Y/N) |
|---|---|----------------------------|---|--|-------------------|
| Unique safety protocols for students with complex needs or other vulnerable individuals | We will follow all directives and guidelines from the PA Department of Health | Same as yellow . | Principal will review and assess guidelines and implement as necessary | Directives from the PA Department of Health. | Yes |
| Strategic deployment of staff | Staff without direct assignment will be scheduled in areas of need. | Same as under yellow . | Principal and Head Teacher will consult and make decisions regarding the best use of staff. | All school schedules | No |

Professional Development Topic

| Session Topic | Audience | Lead Person & Position | Session Format | Materials, Resources, and/or Supports Needed | Start | End |
|---|-------------|------------------------|----------------------|--|--------|---|
| 1 Faculty, Staff, and student arrival | All Faculty | Head Teacher | Digital presentation | Individual Handouts and a Power point | August | Monthly through the end of the School year. |
| 2 Bathrooming Procedures | All Faculty | Donnalee Carroll | Digital presentation | Individual Handouts and a Power point | August | Monthly through the end of the School year. |
| 3 Illness of faculty, staff, and students | All Faculty | Beth Grys | Digital presentation | Individual Handouts and a Power point | August | Monthly through the end of the School year. |
| 4 Supply Procedure | All Faculty | Nancy Peluso | Digital presentation | Individual Handouts and a Power point | August | Monthly through the end of the School year. |
| 5 Policies and Procedures | All Faculty | Beth Grys | Digital presentation | Individual Handouts and a Power point | August | Monthly through the end of the School year. |
| 6 General Safety Practices | All Faculty | Donna DeMatos, RN | Digital presentation | Individual Handouts and a Power point | August | Monthly through the end of the School year. |

Plan Communications

| Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
|--|---------------------------|------------------------------|------------------------|----------------|--------------------|
| 1 CDC and PA Department of Health Guidelines | Pandemic Team | Sherry Quist, Office Manager | Phone Call and Email | Present | End of School year |
| 2 Constant Contact Communications | Families and Stakeholders | Mark Napierkowski | Email | August 1, 2020 | End of School year |

| | Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
|---|---|---------------------------|--------------------------|--|----------------|--------------------|
| 3 | Individual Communications | Families | Principal and Faculty | Phone Call, Email, Remind App | August 1, 2020 | End of School year |
| 4 | Communication of Health and Safety Plan | Families and Stakeholders | Beth Grysb, Principal | Website, Email, Constant Contact, Social Media | August 1, 2020 | End of School year |
| 5 | | | | | | |
| 6 | | | | | | |

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Strategies, Policies & Procedures | |
|---|---|
| Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | Mercy will provide multiple hand sanitizing stations throughout the school and within each classroom, therapy room, sensory room, office, all-purpose room, and office. All rooms will have a container with cleaning and disinfecting supplies. * Surfaces in classrooms will be cleaned and sanitized every hour and between classes. * All surfaces in the bathroom including, but not limited to, sinks, toilets, urinals, floors, and any other surface that is touched by students and staff, will be disinfected after each use. * Water fountains will remain closed. * HEPA Filters will be located in each classroom. * Community rooms will be cleaned after each use. A list of cleaning instructions will be available in each community room. |

Social Distancing and Other Safety Protocols

| Strategies, Policies & Procedures | |
|---|---|
| Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible | Each classroom at Mercy is a unique learning space based on the special needs of the students. Each classroom teacher will review the environment of their classroom to decide how to physically space students. Space has been made in the All-Purpose room to house large cabinets and extra furniture to allow for proper social distancing. The principal and teacher will review the plans for each classroom. * Sensory Room: The ball pit will be removed as well as any non-necessary items. Only one student will be allowed at a time. * Library: Teacher will come in and select books for the students. * Therapy Rooms: All desks will be positioned to adhere to social distancing guidelines. * Chapel: Seats will be removed or turned over to allow for social distancing. |
| Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | A list of room requirements will be posted in each room. This will include all cleaning and disinfecting requirements. A schedule for room use will be created to allow for individual class use only. All community rooms will be scheduled for use. Community rooms will also be part of the evening cleaning. Students will eat lunch in their classrooms. |
| Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | Teachers, para-professionals, and staff will wash hands multiple times during the day. They will also have access to and be directed to use hand sanitizer. Students will wash hands as soon as they come into the classroom, upon touching of material that cannot be individualized, after all activities, and after bathroom usage. Our teachers will instruct students in washing hands. This is to be done consistently. All bathroom areas will be disinfected after each use. Surfaces will be sprayed with disinfected spray. PPE equipment will be provided for all staff. This will include, Face shields, masks, coverings for clothes, gloves, and any other equipment necessary for the protection of faculty, staff, and students. Mercy will be cleaned each evening by a professional cleaning company. The building and all areas will be cleaned, disinfected, and sanitized. Our air filters will be replaced prior to the start of the year and cleaned each week |

Strategies, Policies & Procedures

| | |
|---|---|
| <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> | <p>Mercy School For Special Learning is planning to physically open our site with student and staff safety our first priority. The school building will be thoroughly cleaned and disinfected prior to the return to school for staff, and cleaned again the night before students enter the building. Posters and signs will be posted throughout the building encouraging healthy practices. Students will enter the building one at a time for a health check and, if cleared, will go directly to their classrooms. Hallways will be cleared of any extraneous items to allow for more space. Classroom environments will be set up to allow for proper distancing between students. We will have prayer in each classroom and dismiss from classrooms at the end of the day.</p> |
| <p>Handling sporting activities through formal "Return to Play Plan".</p> | <p>This does not apply to Mercy School For Special Learning</p> |
| <p>Limiting the sharing of materials among students</p> | <p>Each classroom at Mercy is a unique learning space based on the special needs of the students. Each classroom teacher will review the environment of their classroom to decide how to physically space students. Space has been made in the All-Purpose room to house large cabinets and extra furniture to allow for proper social distancing. The principal and teacher will review the plans for each classroom. * Sensory Room: The ball pit will be removed as well as any non-necessary items. Only one student will be allowed at a time. * Library: Teacher will come in and select books for the students. * Therapy Rooms: All desks will be positioned to adhere to social distancing guidelines. * Chapel: Seats will be removed or turned over to allow for social distancing. * Students will use individual supplies for their activities. Teachers will create supply boxes that will be kept at their desk. The students will also have small boxes for their masks should their be a time, such as recess, that they will remove them.</p> |
| <p>Staggering the use of communal spaces and hallways</p> | <p>A list of room requirements will be posted in each room. This will include all cleaning and disinfecting requirements. A schedule for room use will be created to allow for individual class use only. All community rooms will be scheduled for use. Community rooms will also be part of the evening cleaning. Students will eat lunch in their classrooms.</p> |
| <p>Adjusting transportation schedules and practices to create social distance between students</p> | <p>Mercy School For Special Learning has students bussing from over 10 school districts depending on the enrollment. Public School Districts will provide us with their bussing schedule to Mercy. They will be informed of Mercy's Re-Opening plans. During arrival, busses will disembark individually. Cars will disembark one at a time. We will have colored circles outside to visually help the students maintain social distancing requirements. At dismissal, students will be called to the door from their classroom, Car riders will be called individually and busses will be loaded one at a time.</p> |
| <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> | <p>Classrooms will be self-contained for 3/4 of the day. The remainder of the day will allow for small group switching for core subjects if needed based on groupings and special life skills instruction. If needed, teachers will switch classrooms and students will stay in their primary classroom. This will not occur everyday. Mercy will also use community spaces to spread out students to maintain social distancing.</p> |
| <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> | <p>N/A</p> |

Strategies, Policies & Procedures

Other social distancing and safety practices

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

Faculty and staff will report directly to the office each morning. They will have their temperature checked and complete a small questionnaire with general questions regarding symptoms and exposure. All information will be recorded and kept confidential. Students will have their temperature checked each morning as they come into school. Each teacher will have a non-contact thermometer to check during the day as needed. Faculty and staff will observe students for any signs of illness and contact the Principal or Head teacher if they exhibit symptoms.

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

1. If a student becomes ill during the school day, or are checked to have a fever of 100 or higher, will be taken to our isolation room. Parents will be called to come and pick up the students. They will enter through our side door which is located next to our Isolation room. 2. If faculty or staff members become ill during the day, they will leave school immediately. If they are not able to drive themselves, they will also be in the isolation room until transportation can be arranged. 3. If a teacher has been exposed to a person who is positive for COVID, we will follow the guidelines of the PA Department of Health and the Office of Education.

Returning isolated or quarantined staff, students, or visitors to school

Mercy will follow the recommendations of the PA Department of Health Guidelines and the Office of Education.

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols

Mercy will follow the recommendations of the PA Department of Health Guidelines and the Office of Education.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness

All students at Mercy School For Special Learning are at a greater risk for severe illness. Our protocols are established with that consideration in mind.

Use of face coverings (masks or face shields) by all staff

All faculty and staff will wear masks or face coverings (shields) during the school day.

Strategies, Policies & Procedures

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| Use of face coverings (masks or face shields) by older students (as appropriate) | Students who are capable of putting on masks or shields and removing them independently, will wear them during the school day. They may be removed for lunch and recess. Students who are not capable due to their disabilities to wear masks will not be required to do so. However, putting masks on and removing them will be part of our daily lessons. |
| Unique safety protocols for students with complex needs or other vulnerable individuals | All students at Mercy School For Special Learning are at a greater risk for severe illness. Our protocols are established with that consideration in mind. |
| Strategic deployment of staff | All of the classrooms at Mercy have one faculty member and at least one para-professional who will ensure quality learning opportunities for those students. Staff that due to COVID-19 will have alternate jobs this year such as job coaches, will be available to assist classroom teachers. Teachers at Mercy are well-connected with their families and will continue to be resources. Our Religion Coordinator will be planning her lessons to help our students with their social and emotional wellness from a faith perspective. |

School

Mercy School for Special Learning

Date

Jul 29, 2020