

New Covenant Academy Health and Safety Plan

Plan A - "Healthy Only"

The following plan is in accordance with the Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools by the Pennsylvania Department of Education on June 3, 2020.

The following plan assumes that by August 20, 2020, the Tioga County be in the Green Phase reopening. Should that not be the case, we have contingency plans (i.e., Plan B and Plan C) to only offer a slightly more restricted plan and remote instruction.

The current Plan A outlined below is based on a "Healthy Only" framework for reopening the NCA campus. This framework requires parents and employees to ensure that **only healthy individuals are entering the campus**. A "Healthy Only" framework provides the greatest level of "normalcy" but depends on students and employees to remain at home if they display any flu-like symptoms or have been in contact with others who are symptomatic. Violators may lose their privilege to return to campus for the duration of the pandemic.

The school facilities will receive increased levels of cleaning and sanitizing, as well as increased containment of groupings of students for the purposes of contact tracing, which may be required at any time during the school year. However, the disruption to typical classroom routines will be minimized to the greatest extent possible in order to support student and staff socio-emotional health, as well as best-practices of instruction.

Plan Item	Pennsylvania Department of Education Description
Health & Safety Coordinator	Identification of a “pandemic coordinator” and/or “pandemic team” with defined roles and responsibilities for health and safety preparedness and response planning.
High Risk Protection	Steps to protect children and staff at higher risk for severe illness.
Response to Exposure	Steps to take in relation to isolation or quarantine when a staff member, child or visitor becomes sick or demonstrates a history of exposure.
Signage	Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs.
Cleaning and Disinfecting	Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces.
Congregate Settings	Procedures for the safe use of cafeterias and other congregate settings.
Athletics	Protocols for sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes (guidance for organized school sports will be published separately).
Training	Schedules for training all faculty and staff on the implementation of the Health and Safety Plan.
Communication	System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home.
Additional (not required)	Each Health and Safety Plan may also include the following to the extent possible.
Hygiene	Guidelines for hygiene practices for students and staff.
Cohorting	Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.
Sharing of Materials	Procedures to limit the sharing of materials among students.
Visitors and Volunteers	Processes for identifying and restricting non-essential visitors and volunteers.
Face Coverings	Face coverings are required.

Plan Item	Pennsylvania Department of Education Description
I. Health & Safety Coordinator	<i>Identification of a “pandemic coordinator” and/or “pandemic team” with defined roles and responsibilities for health and safety preparedness and response planning.</i>
<p>The Health & Safety Coordinator’s (HSC) role and responsibilities are first to ensure that this plan is implemented to its fullest and most effective in our school’s and community’s context. Additional responsibilities may include</p> <ol style="list-style-type: none"> 1. Track sicknesses and symptoms in the school related to the COVID-19 virus. <ol style="list-style-type: none"> a. Coordinate efforts to check for signs of symptoms 2. Monitor local and state news regarding the virus. 3. Provide training for staff regarding this plan. 4. Be the point person for items related to this plan. 5. Chair a Health & Safety Committee <ol style="list-style-type: none"> a. The Health & Safety Committee meets when needed and its purpose is to review a situation and make a recommendation to the Headmaster for decision. 6. Communicate regularly with the Headmaster and Assistant Headmaster regarding the plan, findings, etc. 	
II. High Risk Protection	<i>Steps to protect children and staff at higher risk for severe illness.</i>
<ol style="list-style-type: none"> 1. The HS Coordinator will establish and maintain communication with local and state authorities to determine current mitigation levels in our community. 2. For students and staff who are symptomatic of the virus, they may stay home and/or will not be allowed to remain at school without consequence. It is vital that our staff and students are healthy both physically and mentally; as such, there will be great flexibility in staying home. Students are required to continue learning and doing the schoolwork as possible (e.g., doing assignments online). Teachers are expected to continue work from home as possible (e.g., providing online assignments). 3. All field trips and school-related outings will be brought to the Health & Safety Committee to determine the safety of the travel. 	
III. Response to Exposure	<i>Steps to take in relation to isolation or quarantine when a staff member, child or visitor becomes sick or demonstrates a history of exposure.</i>
<ol style="list-style-type: none"> 1. Check for signs and symptoms of students and staff. “People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19.”¹ <ol style="list-style-type: none"> a) Fever or chills b) Cough 	

¹ CDC “Symptoms of Coronavirus” retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<ul style="list-style-type: none"> c) Shortness of breath or difficulty breathing d) Fatigue e) Muscle or body aches f) Headache g) New loss of taste or smell h) Sore throat i) Congestion or runny nose j) Nausea or vomiting k) Diarrhea <ol style="list-style-type: none"> 2. Symptoms a-f (e.g., fever or chills, cough, shortness of breath/difficulty breathing, fatigue, body aches, and headache) are common in COVID-19 cases (see also Harvard Health Publishing²) and are the benchmark for an individual being symptomatic with COVID. 3. Students, families, and staff will be made aware of the symptoms through training, signage, and/or communication (see III.4). 4. Students and staff who show or express having any of the symptoms will be checked, including: <ul style="list-style-type: none"> a. Temperature b. Symptom screening (i.e., showing other symptoms, 1.b-k above) c. Check for history of exposure (e.g., travel, large group gatherings) 5. Families are encouraged to regularly check and/or screen for symptoms with their family and children through our website, a brochure with symptoms listed, the NCA Health & Safety Plan section III.1, and the CDC website. 6. Staff are encouraged to stay home if they are sick and parents are encouraged to keep sick children home (see II.2 for more). 7. For staff or students who show symptoms, they will be sent home without consequence (see II.2). <ul style="list-style-type: none"> a. Any areas in which the staff or student has been that day will be disinfected and cleaned immediately. b. Students or staff in the area in which the symptomatic individual was will be removed for cleaning. c. Parents of students who were exposed to an individual with symptoms will be contacted. 		
<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">IV. Signage</td> <td><i>Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs.</i></td> </tr> </table>	IV. Signage	<i>Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs.</i>
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<p>Signs (including posters, artwork, or papers) will be posted in various and visible locations, such as</p> <ol style="list-style-type: none"> 1. Front door 2. Lobby 3. Hallways 4. Bathrooms 5. Cafeteria 		

² [health.harvard.edu/diseases-and-conditions/covid-19-basics](https://www.health.harvard.edu/diseases-and-conditions/covid-19-basics)

V. Cleaning and Disinfecting	<i>Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces.</i>
<p>Every school day evening a professional cleaning service cleans and disinfects the hallways, bathrooms, locker rooms, and offices. In addition, school personnel will be responsible for:</p> <ol style="list-style-type: none"> 1. High frequency touch areas (e.g., railings), classrooms (i.e., desks, chairs, shared materials), and high office traffic area (i.e., receptionist desktop) will be disinfected throughout the day. 2. Cafeteria tables and cafeteria eating area will be cleaned and disinfected daily after each lunch time. 3. Windows and doors will remain open as possible to allow for ventilation and air flow. 	
VI. Congregate Settings	<i>Procedures for the safe use of cafeterias and other congregate settings.</i>
<p>The cafeteria will be cleaned and tables & seats disinfected daily after each use (see V.2). All large group events (e.g., chapel, concert, sporting event) will be brought to the Health & Safety Committee for review. A plan and/or report will be drafted based on recommendations from the committee.</p> <ol style="list-style-type: none"> 1. After chapel services, chairs will be cleaned. Providing a little distance between students can be done (e.g., ensuring chairs are not touching). <ol style="list-style-type: none"> a. Secondary chapel (grades 6-12) will be held at a different time than elementary chapel (pre-k-5). b. Elementary chapel will be held in the gym to provide for appropriate distancing. 2. Lunches will be the responsibility of the parents. That is, hot lunch will not be served, but rather students will bring lunch from home. 3. Food for sale at lunch include items that are sealed (e.g., bag of chips, carton of milk, commercially prepackaged foods [e.g., Hot Pockets, Lunchables]). 	
VII. Athletics	<i>Protocols for sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes (guidance for organized school sports will be published separately).</i>
<ol style="list-style-type: none"> 1. Protections for Staff and Players at Higher Risk for Severe Illness from COVID-19 <ol style="list-style-type: none"> a. NCA will offer options for individuals at higher risk of severe illness from COVID-19 (athletes with certain medical conditions are at higher risk), such as virtual coaching and in-home drills that limits their exposure risk. b. NCA will limit the geographic area of the sports schedules to reduce the risk of spread from areas with higher levels of COVID-19. c. NCA will limit the number of students in the locker room so that social distancing guidelines can be followed. 2. Identify Small Groups and Keep them Together (Cohorting) <ol style="list-style-type: none"> a. NCA will keep players together in groups with dedicated coaches or staff, and make sure that each group of players and coach avoid mixing with other groups as much as possible. b. NCA will schedule within-team scrimmages to minimize exposure among players and teams. 3. Staggered Scheduling 	

<ul style="list-style-type: none"> a. NCA will stagger arrival and drop-off times or locations by cohort (team) or put in place other protocols to limit contact between groups and with guardians as much as possible. 4. Gatherings, Spectators, and Travel <ul style="list-style-type: none"> a. NCA will limit any nonessential visitors, spectators, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county). 5. Communication <ul style="list-style-type: none"> a. Consistent with applicable law and privacy policies, ask coaches, staff, umpires/officials, and families of players (as feasible) self-report to NCA if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days. b. Notify staff, officials, families, and the public of youth sports facility closures and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation). 	
<p>VIII. Training</p>	<p><i>Schedules for training all faculty and staff on the implementation of the Health and Safety Plan.</i></p>
<p>June 2020 – Introduction to the Health & Safety Plan August 2020 – Training on implementation of the Health & Safety Plan Monthly (or as needed) – Training/Information sharing regarding the Health & Safety Plan, recent developments, local, state, and federal updates, etc.</p>	
<p>IX. Communication</p>	<p><i>System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home.</i></p>
<ul style="list-style-type: none"> 1. The NCA Health & Safety Plan will be available for our families on our website and in print form upon request. A digital copy will be sent to each family of New Covenant Academy and a written or verbal confirmation of receipt is mandatory. 2. In our weekly newsletter, items regarding the Health & Safety Plan will be included as needed. 3. A brochure of safe hygiene at home and home screening will be distributed to families. 	

<p>Additional Items</p>	<p>Not required by the state guidelines, but are prudent nonetheless.</p>
<p>Hygiene</p>	<p><i>Guidelines for hygiene practices for students and staff.</i></p>
<ul style="list-style-type: none"> 1. Students are taught to wash their hands with soap often and especially after using the bathroom. 2. Students are taught to cover coughs and sneezes, and then to wash hands or use hand sanitizer. 3. Adequate supplies of disinfectant, hand sanitizer, soap, paper towels, and cleaning supplies are purchased and available. 	

Cohorting	<i>Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students.</i>
Cohorting is identifying small groups and keeping them together (e.g., reduce movement of students to multiple staff). NCA has small classes and class sizes; thus, cohorting is inherent in our system. For example, we have one 5 th grade class and those students do not generally interact with other classes.	
Sharing of Materials	<i>Procedures to limit the sharing of materials among students.</i>
<ol style="list-style-type: none"> 1. Clean and disinfect shared items between uses. 2. Keep each student’s belongings separated from others’ and in individually labeled containers, cubbies, lockers or other areas. 3. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., textbooks, art supplies, equipment etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use. For devices and materials that must be shared, ensure cleaning and disinfecting between uses. 	
Visitors and Volunteers	<i>Processes for identifying and restricting non-essential visitors and volunteers.</i>
Limit non-essential visitors, volunteers, and activities that involve other groups.	
Face coverings	<i>Face coverings are required.</i>
<ol style="list-style-type: none"> 1. Students and staff are required to wear face coverings during the school day. <ol style="list-style-type: none"> a. Face-covering breaks of less than 10 minutes will be frequent, regular and with 6-feet of social distancing as possible. <ol style="list-style-type: none"> i. For example, every new period or class (e.g., every 45-minutes). ii. Having classes outside as much as is possible will allow more face covering break time. 	