



PA State Board of Private Academic Schools
Pandemic Health and Safety Plan Policy
Centre Avenue Academy
1010 Centre Avenue
Reading, PA 19601

The Pennsylvania State Board of Private Academic Schools enacts the following pandemic policy for all private schools licensed by the Board for the 2020-2021 school year.

Prior to returning students to school buildings and offering in-person instruction, all private academic schools licensed by Pennsylvania State Board of Private Academic Schools shall create and implement a Pandemic Health and Safety Plan based on the on-going guidance from the Pennsylvania Department of Health, Pennsylvania Department of Education (see Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools), and the federal Centers for Disease Control and Prevention (CDC).

Each school should create a Health and Safety Plan which will serve as the local guidelines for all school reopening activities. As with school emergency plans, the Health and Safety Plan should be tailored to the unique needs of the school community and license category and should be created in consultation with local health agencies, if possible. Schools should consider public health best practices for social distancing, face coverings, hand hygiene, and cleaning and disinfecting.

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Plans for Sanitizing Prior to Opening

- The Centre Avenue Academy will undergo a deep cleaning per CDC Guidelines in all common spaces, classrooms, and offices prior to returning students to school building and offering in-person instruction.
- Carpets will be deep-cleaned thoroughly prior to returning students to school building and offering in-person instruction.
- Classrooms, Halls, and Restrooms that were in use during the previous school year, in addition to deep cleaning, will be painted prior to returning students to school building and offering in-person instruction.

Plans for On-Going Sanitizing Once School is in Operation

- Custodial/Housekeeping staff, per CDC Guidelines, clean and sanitize common spaces, classrooms, and offices after school hours each school day.
- Sanitizing wipes will be available for staff and student use within all classrooms and offices during the school day.
- Teachers will sanitize high-touch areas in their classrooms between classes.
- Chromebooks will be sanitized at the end of each day before they are returned to the charging station.
- All Promethean boards, tables, and other surfaces will be sanitized regularly throughout the day.

Water System and Ventilation

Flushing the water system prior to use

- Ensure water heaters are working properly and the temperature is correctly set.
- Visually inspect water heaters for signs of wear and leakage.
- Set water heaters to 140 degrees Fahrenheit for 24 hours prior to flushing the water system.
- Flush the water system
- Flush hot and cold water through all points of use (e.g., sink faucets, toilets)
- Flushing may need to occur in segments (e.g. floors, individual rooms) due to facility size and water pressure. The purpose of building flushing is to replace all the water inside the building piping with fresh water.
- Flush until the hot water reaches its maximum temperature. Where possible, hot water at the tap should reach at or above 120 degrees Fahrenheit. Anti-scalding controls and devices may limit the maximum temperature at the point of use.
- Care should be taken to minimize splashing and aerosol generation during the flushing.
- Other water-using devices, such as ice machines, require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers' instructions.
- Reset water heaters to 120 degrees Fahrenheit. Check every 24 hours prior to use.

Ventilating the building prior to use

HVAC systems have been active during the shutdown however the following will be completed prior to use.

- Maintain indoor humidity as low as possible, not exceeding 50%, as measured with a humidity meter.
- Visually assess the condition of all HVAC systems. Make repairs if needed.
- Assess the condition of the HVAC filters and replace if visual inspection shows signs of debris.
- Operate the HVAC system for 72 hours.
- Replace all HVAC filters prior to use.
- Weekly checks of the HVAC system are required to ensure operating efficiency.

Plans for Training All Staff on the Health and Safety Plan

- Prior to school reopening, all education staff will be trained on the Health and Safety Plan during Inservice before the start of the school year.
- Additionally, prior to school reopening, all education staff will complete a 1.5 hour online training titled CBT - COVID Response Training - Precautions and Procedures.

Plans for Communicating Guidelines to Students and Families

- The Guidelines will be sent to CHOR Residential Leadership prior to the reopening of school for in-person instruction.
- The Guidelines will be posted on the CHOR website prior to the reopening of school for in-person instruction.
- All Guidelines will be reviewed with students upon the reopening of school.

Plans for Safely Transporting Students

- Students walk from the Residential Building to the school each day. There is no bussing to this school.

Guidelines for Hand-Washing

- Hand-washing guidelines will be posted at all sinks.
- Hands will be washed/sanitized per CDC guidelines.
- Hands will be washed before and after meals.
- Hands will be washed after using the restroom
- Hands will be washed after touching common high-touch surfaces
- Hands will be washed prior to leaving for the day
- Hand sanitizer will be made available in all classrooms for use upon entry and as needed.

Guidelines for Face Coverings

Staff

- Staff are required to wear a face covering at all times when in direct contact with students and other staff except when eating meals.

Students

- All students are required to wear a face covering at all times during the school day except:
- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

Guidelines for Social Distancing (Classrooms, Common Areas)

Classroom

- There will be no more than 12 students per classroom.
- Classroom will feature adapted classroom learning spaces.
- Shared supplies and equipment will be limited.
- Students will carry their individually assigned Chromebooks from class to class.
- Additionally, students will have their own school supply boxes which they will carry with them.
- There will be a six foot distance from head to head or center of seat to center of seat.

Common Spaces

Gym

- One class will be in gym at a time (MAX 12 students).

Hall

- To the greatest extent possible, only 1 class will be in the hall at a time.
- Traffic will move in one direction, on the right side of hall.

Library

- Students will request books from the online library catalog and teachers will pull them from library.
- There will be a 24 hour holding time on returned books before recirculation to another student.

Restroom

- Restroom use is limited to 1 student at a time.

Guidelines for Limiting Outside Visitors to the School

- To the greatest extent possible, school team meetings and related service providers will be coordinated by teleconference.
- Visitors will be by appointment only with limited frequency and length of stay.
- Visitors are required to adhere to all sign-in/sign-out procedures and/or wellness checks.

Guidelines for Limiting Interactions Between Groups

- The number of groups in the hallway at any one time, to the greatest extent possible, will be limited.
- Only students from 1 class (MAX 12 students) will be able to utilize the gym at any given time.

Guidelines for Restricting Spaces that Multiple Groups Use

- Library will be converted to books by request through our online library catalog and teachers will retrieve books for students.
- myOn will continue to be used as an e-book library will be available at all times to students.