



PA State Board of Private Academic Schools Pandemic Health and Safety Plan Policy

CHOR Day Academy

1040 Nicolls Street

Reading, PA 19604

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.

Table of Contents

Plans for Sanitizing Prior to Opening	3
Plans for On-going Sanitizing Once School Is in Operation	3
Water System and Ventilation	3
Plans for Training all Staff on the Health and Safety Plan	4
Plans for Communicating Guidelines to Students and Families	4
Plans for Safely Transporting Students	4
Guidelines for Hand-washing	5
Guidelines for Face Coverings	5
Guidelines for Social Distancing (Classrooms, Common Spaces)	6
Guidelines for Limiting outside Visitors to the School	7
Guidelines for Limiting Interactions Between Groups	7
Guidelines for Restricting Spaces That Multiple Groups Use	7

Plans for Sanitizing Prior to Opening

- The CHOR Day academy will undergo a deep cleaning per CDC Guidelines in all common spaces, classrooms, and offices prior to returning students to school buildings and offering in-person instruction.

Plans for On-Going Sanitizing Once School Is in Operation

- Full-Time Custodial/Housekeeping staff is allocated to the CHOR Day Academy which includes hours both during and at the conclusion of each school day.
- Custodial/Housekeeping staff will, per CDC Guidelines, clean and sanitize common spaces during the school day and all common spaces, classrooms, and offices at the conclusion of each school day.
- Sanitizing wipes will be available for staff and student use within all classrooms and offices during the school 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 returning students to school buildings and offering in-person instruction, all education staff will be trained on the Health and Safety Plan.
- Additionally, Prior to returning students to school buildings and offering in-person instruction, 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 all students and families via hard copy in the Annual CHOR Day Academy Back to School Packet.
- The Guidelines will be posted on the CHOR website prior to returning students to school building and offering in-person instruction.
- All Guidelines will be reviewed with students upon the reopening of school for in-person instruction.

Plans for Safely Transporting Students

Students' home school districts are responsible for the safe transport of students to/ from the CHOR Day Academy. Parents/Guardians should contact their individual home school district with any questions regarding transportation.

As an example for the Reading SD, the BCIU bussing guidelines are listed below.

- Busses have been deep cleaned and sanitized.

- Staff will be trained on Health and Safety procedures.
- Bus routes will be developed to balance student ridership.
- Parents self-screen at home before sending to bus and keep home if ill.
- Driver will confirm self-screen completed and passed before student boards the bus.
- Students from the same household will be seated together.
- Students seated no more than 2 per seat all facing forward.
- Assigned seats will be used to support physical distancing when feasible and contact tracing if necessary.
- Face coverings will be worn on the bus by staff and students, if appropriate for age and ability of the child.
- Maximize ventilation by opening, at a minimum, every third window (weather permitting and considering any special needs of passengers).
- Busses will be cleaned between runs and at end of day.

Guidelines for Hand-washing

- Hand-washing guidelines will be posted at all sinks.
- Hands will be washed per CDC guidelines.
 - Hands will be washed upon arrival to school.
 - 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 and common spaces.

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 when eating meals (breakfast and lunch) or in a classroom with adherence to proper social distancing guidelines at the discretion of the teacher.

Guidelines for Social Distancing (Classrooms, Common Spaces)

Classroom

- There will be no more than 12 students per classroom.
- Classroom will feature adapted learning spaces.
- Shared supplies and equipment will be limited.
- Procedures are in place to minimize student movement in building by having teachers rotate classrooms.
- 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 the gym at a time (MAX 12 students).
 - The gym is large enough to spread out for all activities.
 - A portion of the gym will be used as the secondary cafeteria during meal periods to further spread out students and staff.
-

Hall

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

Cafeteria

- 6 feet of distance between students and staff will be maintained.
 - Dividers may be used if needed.
-

Library

- Students will request books and teachers will pull them from the library.
 - At least a 24-hour holding time on returned books is in place 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/ community agency supports will be coordinated by teleconference.
- Visitation 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

- Lunches will be staggered for each homeroom.
- The gym and cafeteria be used for meals.

Guidelines for Restricting Spaces That Multiple Groups Use

- The cafeteria will only be in use during meal times.
- The gym will be utilized during specific times for explicitly either gym class or as a secondary cafeteria to help mitigate large groups.
- Use of the library will be converted to books by request and teachers will retrieve books for students.
- MyOn will continue to be used as an e-book library and will be available at all times to students.