

THE Hillside SCHOOL

Health and Safety Plan 2020 - 2021



The Hillside School Health and Safety Plan

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 reduce the risks of COVID-19 to the greatest extent possible and safely continue school activities.

The Hillside School will take the necessary precautions and recommendations from the state and local governments, CDC, and the PA DOH. Hillside will consider the CDC indicators and thresholds for risk of transmission of COVID-19 in schools.

Local data will be used to make informed decisions about possible changes in instructional models. The Hillside School will adhere to the PA DOH recommendations following identification of a case(s) of COVID-19.

The Hillside School realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed in order to decrease the risk of exposure for our staff, students, and community. The Hillside Board of Trustees recognize that minor changes to this plan may need to be made by the Head of School or designee. In addition, the Head of School or designee shall have authority to mandate distance learning based on the following criteria: (1) inability to adequately and safely staff the building, (2) high risk to the health of the school community, (3) significantly increased number of confirmed/probable/quarantined cases, (4) updated recommendations from the Pennsylvania Department of Health, or (5) the benefits of in-person learning are outweighed by the impact of future state-mandated regulations.

The Hillside School Learning Models

Traditional Learning: All students attend school five days per week.

Distance Learning: Offered when Traditional Learning is not available; students' instruction will be delivered via *The Hillside School Distance Learning Plan*.

Level of Community Transmission in Lehigh County (as determined by state and local officials)	Substantial Spread	Moderate Spread	Low/No Spread
Instructional Model(s)	<p>Traditional Learning 3 ft distancing when feasible Implementation is dependent on full effect vaccination opportunities for staff</p> <p>Distance Learning Synchronous and Asynchronous Based on mandated conditions or resources of our school</p>	<p>Traditional Learning 3 ft distancing when feasible Implementation is dependent on full effect vaccination opportunities for staff</p> <p>Distance Learning Synchronous and Asynchronous Based on mandated conditions or resources of our school</p>	<p>Traditional Learning 3 ft distancing when feasible Implementation is dependent on full effect vaccination opportunities for staff</p> <p>Distance Learning Synchronous and Asynchronous Based on mandated conditions or resources of our school</p>

Pandemic Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Donna Henry	Head of School Pandemic Team Coordinator	Plan Development and Response Team
Sharon Fatzinger	Assistant Head of School	Plan Development and Response Team
Stephanie Koenig	Trustee	Plan Development and Response Team
Marc Breidenbach	Trustee	Plan Development
Thomas Kenyon	Trustee	Plan Development
Darlene Stack	Director of Finance	Response Team
Donna-Marie Daday	Chair of the Board of Trustees	Plan Development and Response Team
Jane Hottenstein	Office Manager	Plan Development and Response Team
Alyssa Nemeth	Administrative Assistant	Plan Development and Response Team
Lindsey Seltzer	Director of Database Services and Marketing	Response Team
Holly Nonnemacher	Director of Development	Response Team
Melinda Behrens	East Penn School Nurse	Plan Development and Response Team
Kris DePaolo	Trustee - Treasurer	Plan Development
AJ Lemheney	Trustee	Plan Development

Resources and Goal of the Planning Team

Resource Links

[COVID-19 Information for Travelers](#)

[Universal Masking FAQ](#)

[COVID-19: When to Quarantine](#)

[Pennsylvania Department of Education's Level of Community Transmission Table](#)

[Quick Reference Guide for Reopening Schools | PolicyLab](#)

[Considerations for Reopening Pennsylvania Schools](#)

[Operating schools during COVID-19: CDC's Considerations](#)

[AAP - Pediatricians, Educators and Superintendents Urge a Safe Return to School This Fall](#)

[Pennsylvania Department of Education: Public Health Guidance for School Communities](#)

Goal

Our plan was developed in consultation with guidelines and recommendations from the CDC, other national public health experts, PA Department of Health, PA Department of Education, as well as recommendations from local health care networks, the Allentown Health Bureau and our school experts.

The plan for reopening school was thoughtfully developed on the premise of two main factors:

- Health and Safety of students and employees
- Delivery of The Hillside School mission

Cleaning, Disinfecting, and Ventilation

Requirements	Action Steps	
<p>* Cleaning, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways)</p>	<p>WATER FOUNTAIN: Water fountain will not be utilized and students/staff will bring in water bottles. There is a bottle filling station available.</p> <p>DISTRIBUTION OF CLEANING SUPPLIES TO STAFF: Disinfectant wipes and/or cleaning wipes, and spray bottles of cleaning solution will be available in offices and classrooms where staff and students can clean surfaces throughout the school day. Gloves will be available, if requested.</p>	<p>HIGH TOUCH AREAS & CLASS EQUIPMENT: In all learning spaces, cleaning materials will be available for staff and students to use. High touch areas (i.e.: horizontal surfaces, desks, chairs, technology devices, door handles, sink handles, light switches, etc.) will be cleaned daily at a minimum.</p> <p>HEALTH ROOM: The Health Room has been relocated to accommodate guidelines for health and safety. An additional space has been identified for anyone who needs to be quarantined. These areas will be disinfected between ill individuals in accordance with DOH and CDC guidelines.</p>
<p>Other cleaning, disinfecting, and ventilation practices</p>	<p>VENTILATION: Classroom/Office doors and windows will be open as feasible to increase circulation of the outdoor air.</p>	<p>BATHROOMS: Bathrooms will be cleaned and disinfected nightly.</p>

Social Distancing and Other Safety Protocols

- SOCIAL DISTANCING is considered 3 feet of separation among students and staff to the maximum extent possible.

Requirements	Action Steps
* Classroom/ learning space occupancy that allows for 3 feet of separation among students and staff throughout the day, to the maximum extent possible	Three feet of separation will be maintained among students and staff throughout the day to the maximum extent possible.
* Restricting the use of cafeteria and other congregate settings, and serving meals in alternate settings such as classrooms	The multi-purpose room will be used as a learning space and a cafeteria. Students will be seated 6 feet apart to the maximum extent possible and will face in the same direction while eating lunch.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students/Staff will at minimum sanitize/hand wash their hands when moving from one learning space to another.
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Appropriate signage will be placed throughout the building.
* Identifying and restricting non-essential visitors and volunteers	All visitors will be restricted from entering the school unless arrangements are made ahead of time with the office.
* Handling sporting activities for recess and physical education classes	PE: Students will maintain 6 feet of social distancing, wear masks and the equipment will be disinfected after each use. PLAYGROUND: Students may use playground equipment. Masks must be worn and all students will use hand sanitizer before and after they use the equipment.
Limiting the sharing of materials among students	Students will have their own materials kept at their desk. Any shared items will be cleaned between users.
Adjusting transportation schedules and practices to create social distance between students	Dismissal procedure will permit physical distancing in the gym for the students while waiting to be dismissed.

Monitoring Student and Staff Health (additional information [here](#))

- The Hillside School will contact the Lehigh County State Health Center at 610-821-6770 for further instructions if a faculty, staff member or student has a confirmed diagnosis of COVID-19.

Requirements	Action Steps
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Parents/guardians will screen their children for symptoms at home each morning before the school day. A student with symptoms should not be brought to school. All employees shall perform a symptom screen on themselves prior to reporting to work. Employees with symptoms should not report to work. Children developing symptoms or having a temperature of 100.4 during the school day will be quarantined at school until a parent or guardian can pick them up no later than 60 minutes from the time of the call and a doctor's note is required to return to school.</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>A separate area will be used for quarantine in cases where a staff member or student becomes sick. When the ill staff member or student leaves the school, the area will be closed. After a 24-hour waiting period, if feasible, the area will be cleaned and disinfected. Disinfectant spray will be used and surface cleaning will be conducted. Hillside will contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance. Hillside will take every measure to maintain the confidentiality of the affected individual from the community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff. All guidelines from the Department of Health will be followed if we have a confirmed case.</p> <p>As of March 1, 2021, the Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel is no longer in effect. Travelers should still practice appropriate public health measures to slow the spread of COVID-19 such as masking, physical distancing and hand hygiene.</p> <p>COVID-19 Information for Travelers</p>

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

Students and Staff may return to school/work with medical release consistent with PA DOH guidelines. Employees recovered from COVID-19 will have to meet the latest criteria [linked here](#). Families and employees must work with the Main Office for re-entry.

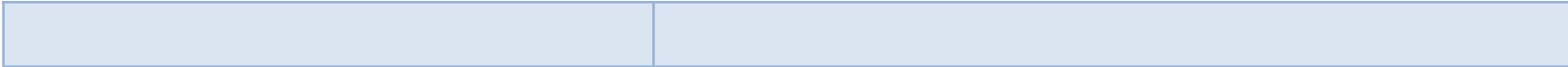
Students or staff determined as a close contact will now follow the updated guidelines [linked here](#). Quarantine can end after day 10 without testing if no symptoms have been reported during daily monitoring. When testing resources are sufficient quarantine can end after day 7 if a diagnostic specimen (eg. RT-PCR, antigen) tests negative and is collected on day 5 or thereafter and the person remains asymptomatic. Household contacts must follow the quarantine guidelines outlined in the “Monitoring Student and Staff Health (additional information [here](#))”. If a person was already COVID-19 positive, quarantine time, if necessary, will be determined by the person’s physician and needs to be communicated to the main office.

Vaccinated persons with an exposure to someone suspected or confirmed COVID-19 are not required to quarantine if they meet the following criteria:

[Interim Public Health Recommendations for Fully Vaccinated People](#)

Students and staff with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.

Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school if they either obtain a negative COVID result, have clearance or confirmation of an alternative diagnosis from a healthcare provider that explains the COVID-19 like symptoms, or wait 10 days to return to school providing that they are fever free for 24 hours and symptoms are improving.



Other Considerations for Students and Staff

- A current faculty/staff member may take the role as a classroom substitute teacher if necessary. We are continually evaluating our options to provide class coverage.

Requirements	Action Steps
* Protecting students and staff at higher risk for severe illness	There is no full remote option available to students. Distance learning is only in effect when the school is unable to operate in the Traditional Model.
* <u>Use of face coverings by all staff</u>	Faculty, staff, and visitors must wear a face covering that covers the nose and mouth per the updated Order issued by the Secretary of Health on November 23, 2020. Any exception (medical or mental health condition or disability) would require documentation in accordance with the ADA. <u>CDC Mask Recommendations</u>
* <u>Use of face coverings by students</u>	All students must wear a face covering that covers the nose and mouth per the updated Order issued by the Secretary of Health on November 23, 2020. Any exception (medical or mental health condition or disability) would require documentation in accordance with the IDEA and accommodations would be made in partnership with the student's health care provider and school nurse. Students and staff are required to wear a face covering at all times. Students may remove face coverings indoors or outdoors when seated or standing provided there is 6 feet of social distancing and approval for a break has been given. The student mask break may not exceed 10 minutes.

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Handwashing and Mask Education	Faculty, Staff	HOS, AHOS, Jane, Alyssa	Posters, electronic communications, virtual, in person when allowable	August 25,26 2020	Ongoing
Heath Room Guidelines, Student Visit Guidelines	Faculty, Staff	Jane, Alyssa in Consultation with EPSD Nurse	Posters, electronic communications, virtual, in person when allowable	August 25,26 2020	Ongoing
Office Visit Guidelines	Faculty, Staff	Jane, Alyssa	Posters, electronic communications, virtual, in person when allowable	August 25,26 2020	Ongoing
Classroom Safety	Faculty	HOS, AHOS	Posters, electronic communications, virtual, in person when allowable	August 25,26 2020	Ongoing
Common Areas Safety	Faculty, Staff	HOS, AHOS	Posters, electronic communications, virtual, in person when allowable	August 25,26 2020	Ongoing
Self-Screening Protocol for Staff	Faculty, Staff	HOS, AHOS	Posters, electronic communications, virtual, in person when allowable	August 25, 2020	Ongoing

Health and Safety Plan Communication

The Hillside School commits to communicating with our families in a number of ways, including:

- Posting the Health and Safety Plan on The Hillside School website
- Informing families if the Health and Safety Plan has been updated
- Notifying staff and families of a school closure and in-school-year changes to safety protocols
- Alerting staff, families, and public health officials of positive cases of COVID-19 in our school community
- Sharing local, state, and federal guidance on mitigating the spread of COVID-19
- Posting visible signs in our school that promote personal hygiene, physical distancing, and other safety protocols

Additionally, members of the Pandemic Task Force will regularly monitor changes regarding the health and safety of our specific community, taking lead from local, state, and federal guidelines. Therefore, the Health and Safety Plan is subject to change as new information is discovered and health authorities update their guidelines.