

THE Hillside SCHOOL

Health and Safety Plan Fall 2020



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. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on our county's current designation (i.e., red, yellow, green), the resources of our school, and the best interest of our community, our Health and Safety plan details how we would like to bring back students and staff for Fall 2020. [Conditions for Resuming In-Person Instruction](#)

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. We will account for changing conditions in our local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed. The Hillside School will take the necessary precautions and recommendations from the state, and local governments, CDC, and the PA DOH. 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 may need to transition the school to distance learning in the yellow or green phase 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 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.

Instructional Models

Anticipated First Day of School: August 31, 2020

Reopening: Hybrid Model: Students experience a balance of in-person learning and distance learning.

This model was thoughtfully and creatively designed to deliver our mission in a new way and make the most of our resources. Students in each class would be split into 2 groups and instruction would be delivered to them in-person at Hillside or through synchronous learning (i.e. live interactions with their teachers and classmates, exchanges across Google classroom) and asynchronous learning (recorded lessons, tasks being completed independently) on alternating days. Details of the plan include:

- Ratio of 4 students to 1 teacher/specialist for in-person learning days
- 2 day* in-person learning days per week scheduled for either Mondays and Wednesdays or Tuesdays and Thursdays from 8:30am-12:30pm.
 - *Primary class (grades 1-3) attends in-person instruction Monday through Thursday and additional classes as enrollment permits
 - Increased enrollment would necessitate a move to a 2 day in-person schedule ~~on Mondays and Wednesdays~~
 - Includes ELA and content instruction with the classroom teacher and 2 specials (Art, Language, Science Lab or Technology) each day
 - Multiple learning spaces with 6 ft. of physical distancing are available for movement and brain breaks
- Distance learning is scheduled for all students Mondays-Fridays to allow for grouping across the grade levels in math and specialized reading
- There is no lunchtime scheduled at Hillside
- Guidance counselors are available during in-person and distance learning days
- Student to teacher ratio during in-person learning offers greater opportunity for personal attention and an even higher level of differentiated instruction
- Student to teacher ratio offers more time for instruction with less time needed for essential health and safety procedures
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Additional Models:

Distance Learning: Students' instruction will be delivered via *The Hillside School Distance Learning Plan*.

Traditional Model: Students return to full, in-person learning with any permanent changes necessary.

Instructional Models for the 2020-2021 School Year

Cycling back and forth may occur as public health indicators improve or worsen

Level of Community Spread	RED Substantial Spread	YELLOW Moderate/Minimal Spread	GREEN Low/No Spread Based on 6 ft distancing	NO RESTRICTIONS
Instructional Models	<p>Hybrid Model In-person Synchronous and Asynchronous Learning OR Full Distance Learning Synchronous and Asynchronous Based on mandated conditions or resources of our school</p>	<p>Hybrid Model In-person Synchronous and Asynchronous Learning OR Full Distance Learning Synchronous and Asynchronous Based on resources of the school</p>	<p>Hybrid Model In-person Synchronous and Asynchronous Learning OR Full Distance Learning Synchronous and Asynchronous Based on resources of the school</p>	<p>Traditional Model In-person Learning</p>
Response (as determined by the School utilizing local and state health data)	<p>Building Open Implement alternating schedules for students; implement mitigation strategies including physical distancing, cleaning and sanitizing, mask wearing OR Confirmed case of COVID-19 prompts an building closure for at least 14 days OR Extended Closure</p>	<p>Building Open Implement alternating schedules for students; implement mitigation strategies including physical distancing, cleaning and sanitizing, mask wearing OR Confirmed case of COVID-19 prompts an building closure for at least 14 days</p>	<p>Building Open Implement alternating schedules for students; implement mitigation strategies including physical distancing, cleaning and sanitizing, mask wearing OR Confirmed case of COVID-19 prompts an building closure for at least 14 days</p>	<p>Resume normal operations with any permanent changes necessary</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
Sarah Lieberman	Director of Enrollment	Response Team
Kris DePaolo	Trustee - Treasurer	Plan Development
AJ Lemheney	Trustee	Plan Development

Resources and Goal of the Planning Team

Resource Links

Level of Community Transmission Table – updated every Monday

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/Pages/LevelofCommunityTransmissionTable.aspx>

Quick Reference Guide for Reopening Schools – CHOP Policy Lab

<https://policylab.chop.edu/reports-and-tools/quick-reference-guide-reopening-schools>

Public Help Guidance for School Communities – August 13 & 17

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx>

PDE Phased Reopening of Schools - June 3, 2020

<https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/Pre-K%20to%2012%20Reopening%20Guidance.pdf>

PDE Comprehensive Report for Reopening PA Schools

<https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>

CDC Considerations for Schools – May 19, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html> (updated July 23, 2020)

Updated American Academy of Pediatrics

<https://services.aap.org/en/news-room/news-releases/aap/2020/pediatricians-educators-and-superintendents-urge-a-safe-return-to-school-this-fall/>

Public Health Guidance for Phased Reopening July 16, 2020

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx>

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

- Selected as an important safety precaution by 90% of Hillside families via the July 2020 parent survey
- All employees will be trained on the cleaning, disinfecting and ventilation protocols.
- Training for staff will be provided prior to the first day of school by members of the Leadership Team.
- The Hillside School employs a nightly cleaning service. The carpets will be professionally cleaned on July 31, and classrooms will be disinfected before the first day of school for students.

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 in between each group of students.</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 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> <p>PLAYGROUND: Only limited use of playground equipment will be permitted. Equipment will be cleaned between groups of students.</p>

Social Distancing and Other Safety Protocols

- Selected as an important safety precaution by 65% of Hillside families via the July 2020 parent survey
- All classrooms/learning spaces will be organized to mitigate spread. Student desks will be placed 6 ft. apart and students will all be seated facing in the same direction. Excess furniture will be removed from the classrooms. Students will each have their own desk and personal space for their materials. Limited sharing of equipment and materials will be permitted. Handwashing or hand sanitizer will be utilized after using shared equipment.
- Students will stay with the same cohort of peers during in-person instruction.
- Outdoor space may be utilized for instruction.
- All students, faculty, and staff will be responsible for practicing social distancing and other safety protocols.

Requirements	Action Steps
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Six feet of separation will be maintained among students and staff throughout the day to the maximum extent possible.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	The gym/multi-purpose room will be used as a learning space not a cafeteria.
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students/Staff will at minimum sanitize/handwash their hands upon entering and exiting the building and 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 consistent with the CDC Considerations for Youth Sports	Students will take small breaks outside and in the gym in small groups and will practice physical distancing; the equipment will be cleaned between uses.
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.
Staggering the use of communal spaces and hallways	With limited students in the building during the day, students will be able to physically distance in the hallways and communal spaces.
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

- Selected as an important safety precaution by 65% of Hillside families via the July 2020 parent survey
- 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. 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. DOH or County or municipal health department staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Schools should take every measure to maintain the confidentiality of the affected individual. It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.</p> <p>Pre-K to 12 schools are reminded to 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. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. 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.</p>

Requirements	Action Steps
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Before returning to school, all isolated and/or quarantined individuals must present a note from a physician to the Head of School verifying that the individual is not displaying symptoms and is fit to return. The Hillside School monitors the most recent guidelines on when students and adults can return after having symptoms for COVID-19 and/or testing positive for COVID-19. The school will follow, at a minimum, the CDC's most up-to-date guidelines for the safe return to the school. Families and employees must work with the Main Office for re-entry.</p>

Other Considerations for Students and Staff

- Selected as an important safety precaution by 57.5% of Hillside families via the July 2020 parent survey
- A current part-time faculty member will take the role as a classroom substitute teacher if necessary. We are continually evaluating our options to increase the number of available substitute teachers.

Requirements	Action Steps
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Our Office Manager will maintain communication with our local and state authorities to determine current mitigation levels in our county. When necessary, certain staff can work from home.</p>
<p><u>* Use of face coverings (masks or face shields) by all staff</u></p>	<p>Faculty, staff, and visitors must wear a face covering (mask or face shield) that covers the nose and mouth per the Order issued by the Secretary of Health on July 1, 2020. Any exception (medical or mental health condition or disability) would require documentation in accordance with the ADA that precluded the wearing of a face covering in school.</p>

Requirements	Action Steps
<p><u>* Use of face coverings (masks or face shields) by students</u></p>	<p>All students must wear a face covering that covers the nose and mouth per the Order issued by the Secretary of Health on July 1, 2020 inside the school and while outside when physical distancing is not feasible. Those who are not required (documented medical or mental health condition or disability) to wear a mask must use a plastic face shield and increase physical distancing. Students can remove face coverings to eat and drink, when seated at least 6 feet apart, or engaged in a an activity while still practicing physical distancing of at least 6 feet.</p>

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.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **The Hillside School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, and YEAR)**

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.