



My School, My Family • Mi Escuela, Mi Familia

1. How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

- The classrooms of Holy Infancy School have been assessed by the principal and staff. It has been determined that a horizontal setting must be utilized.
- Students will report to a specific door depending on their method of arriving at school. There will be 3 doors: door #5 for buses, door #1 for walkers, and door #2 for car riders. All doors are labeled.
- All car riders will have their temperature taken prior to exiting their car.
- All walkers will have their temperature taken before entering the school.
- All bus students will have their temperature taken before entering the school. This will ensure that no student enters the school with a fever.
- Students will stand 6 feet apart from each other while in line. Visual markers will be placed appropriately so as to provide guidance for the students.
- Students may not have physical contact with each other while waiting.
- Faculty and staff will take temperatures with contact-free thermometers. No one with a temperature will be permitted to enter the school.
- Students will use hand sanitizer immediately upon entering school.
- Students will report to classrooms immediately upon entering.
- Parents/guardians may not enter the school unless there's an emergency. Anyone needing to enter the school must report to door #1 and will be required to adhere to the established protocols before entering. This will include a temperature check and the answering of questions pertaining to COVID-19.
- Our school will be sanitized according to CDC guidelines.
- In case of inclement weather, a check-in tent/canopy with security will be set up and students will be required to participate in the same procedures to enter the school building.
- There will be a dated log that must be filled in after each student's temperature is taken and this log will be kept on file in the office. In order to maintain privacy, each student will be given an identification number that they will say to the staff member upon his/her arrival before the temperature is taken. The log will indicate the date and the student's temperature. Any student with a temperature of 100.4 or higher will not be allowed to enter the building and will be sent home.

Initially, a student will have to give their name until his/her number is memorized. A list will be available in the event a student forgets his/her number.

- In addition, a short series of questions will be asked to confirm if the student is eligible to enter the building that day. The following questions will be asked:

Has your child experienced any shortness of breath?

Has your child been coughing?

Has your child been in contact with anyone who has had COVID-19 or has been exposed to COVID-19?

- CDC guidelines also allow the following:
Permit a parent/guardian to take the student's temperature prior to arrival at school and certify that the student has no fever, shortness of breath, or cough.
- Upon the student's arrival, a staff member will do a visual inspection and will look for the following symptoms:

Cough

Shortness of breath or difficulty breathing

Chills

Muscle pain or body aches

Fatigue

Headache

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Feeling feverish or a temperature reading 100.4 degrees or higher

Any student displaying any of these symptoms will not be permitted to enter the building.

2. How did you engage stakeholders in the type of re-opening your school entity selected?

- Holy Infancy School will provide all stakeholders with a platform via Zoom, phone, email or OptionC to voice all concerns. In addition, Holy Infancy's philosophy is one of fluidity. We know what works today may not work tomorrow. Our plan is to be transparent and flexible with our Holy Infancy stakeholders. Our number one priority is and always will be the well-being of our students, staff, and anyone who is a part of our Holy Infancy family. We are always interested in meeting our families' needs, and our open door policy creates an atmosphere where families feel comfortable coming to us when they have concerns or fears.

It will be important to survey our families which in turn will help us gauge how we can best meet their needs. This survey will determine a variety of needs from connectivity and having sufficient devices, to a family's preference for the type of school they want their child to attend. It will be crucial to know if the family is confident in having their child attend the traditional brick and mortar school or if their preference is to participate in a virtual learning/distance learning experience.

Although we are flexible, we will not waiver from the CDC guidelines that have been established and that we have been directed to incorporate. We must do whatever is necessary to ensure our stakeholders' safety.

3. How will you communicate your plan to your community?

- In order for Holy Infancy School to inform our community of our plan, we will incorporate a variety of tools: First and foremost, all communication must be clear and presented in English and Spanish.

This will be done via church bulletin, signage throughout the school (classrooms, hallways and bathrooms). We will use OptionC, school website, Facebook, email, phone calls, text messaging, videos on our church and school websites, and small Zoom meetings to provide the details related to our plan.

4. Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

- We will follow the protocols established by the Diocese of Allentown, the City of Bethlehem, the state of PA, the Federal government, and the CDC.
- Please refer to the official CDC COVID-19 recommendations.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Jeanne Negron-Garcia	Principal	Both
2	Father Andrew Gehringer	Pastor	Both
3	Joe McCarthy	Business Manager	Both
4	Antonio Rodriguez	Head Custodian	Health and Safety Plan Development
5	Edda Bartko	Secretary	Health and Safety Plan Development
6	Maggie Perez/All Teachers	Teacher	Health and Safety Plan Development

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
7	Sister Rosanne	Substitute	Both
8	Jennifer Martin/All Teachers	Teacher	Health and Safety Plan Development
9	Sue Elias/All Teachers	Teacher	Health and Safety Plan Development
10	Oswaldo Jorge	Tuition Manager	Both

5. How will you ensure the building is cleaned and ready to safely welcome staff and students?

- Every area of Holy Infancy School will be thoroughly cleaned and sanitized with CDC approved disinfectants. No water fountains will be used by students or staff.
- Approved cleaning supplies will be used and an adequate amount will be readily available.
- Each classroom will have a 32-gallon trash can emptied by the custodian.
- Every classroom will have desk shields, hand sanitizers, disinfectant spray, disinfectant cleaner, paper towels, disinfectant wipes, tissues, broom, dustpan, gloves, and additional masks.
- Areas sanitized and cleaned will include, but are not limited to: railings, doorknobs, tables, chairs, sinks, toilets, chalkboards, whiteboards, Chromebooks, iPads, light switches, and any other surfaces that a person may come in contact with frequently.
- Custodians will oversee common areas to ensure that the areas are properly cleaned and sanitized. Teachers will oversee the classroom to ensure that the classroom is properly cleaned and sanitized.
- Students, under the supervision of a teacher, will clean their desks and chairs, their own devices and their personal space to ensure that their area is properly cleaned and sanitized.
- There will be a separate bucket in each classroom where leftover liquids such as milk, juice, and water will be placed to be disposed of properly.

6. How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

- Holy Infancy School has applied for grants to obtain the necessary cleaning supplies. In addition, our school has purchased cleaning materials to have on hand.
- Students will be asked to supply their own sanitizing wipes and hand sanitizers as well.
- All supplies have been purchased through Office Basics adhering to the requirements established by OSHA and CDC. Office Basics is an approved vendor cleared by the Diocese of Allentown.

7. How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

- Students will be required to disinfect their personal space after breakfast, snack, before and after lunch, and at the end of the day.
- We will use a double-sided red/green laminated sign which will be placed directly outside each classroom door. Red will indicate that the classroom has not been cleaned and sanitized and Green will indicate that the classroom has been cleaned and sanitized.
- Students will be required to use hand sanitizer at the beginning and end of each day as well as throughout the day. Students will be reminded to wash hands and use proper hygiene. Students will be instructed on proper handwashing techniques. The proper technique requires 20 seconds of hand washing. Students will be told it takes approximately 20 seconds to recite the Hail Mary which will

be a good gauge to help them follow the correct procedure for proper hygiene when washing their hands.

- Posters will be placed throughout the school to help remind the students of the proper procedures to follow to help maintain a safe and clean school environment.

8. What protocols will you put in place to clean and disinfect throughout an individual school day?

- A student's personal space will be sanitized throughout the day and this procedure will be consistent throughout our school.
- The times will also be consistent throughout the day.
- We will play a special song intermittently throughout the day to signal to the staff and students that it's time to sanitize their personal space as well as their hands.
- The students will be required to bring their own, unopened water bottle each day since they will have no access to the water fountains.
- The students will not share supplies nor manipulatives. Each student must have their own. These supplies must be placed in a Ziploc bag and will be sanitized after each use. Students must also have their own tissues as well. There will be no sharing.
- Personalized items, CDC-approved hand sanitizer, pencils, pens, crayons, markers, Expo dry erase markers and erasers, glue sticks, chalk, highlighters, tissue, rulers and any other supplies will be required to be sanitized after each use.
- Students will receive their own personal whiteboards which will be kept in their personal space.
- If students are directed to write on the board, they will be directed to use their own markers or chalk.

9. Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

- All staff will view the videos provided by the Diocese of Allentown. In addition, all staff will be expected to share any knowledge they receive with students. The sharing of best practices will be encouraged.
- Signage will be placed in high visible areas as well as classrooms. Signage and specific protocols will be on display at all entrances.
- We will review the health and safety plan in its entirety and have a staff meeting to discuss and review the plan. Any questions/concerns will be reviewed and answered during this time period.
- Custodians and teachers will be taught the proper procedure to dilute approved disinfectants so as to be sure that both are used properly and safely. Doors and windows will be opened when possible for ventilation.
- Parents will be informed via OptionC.

- Printed materials outlining protocols will be sent home in order to ensure that families are well aware of the procedures used in school. All procedures will be based on the City of Bethlehem, the Diocese of Allentown, the Commonwealth of PA, the Federal government, and the CDC guidelines.
- Prior to opening of school, all procedures will be reviewed during staff meetings and Professional Development. Staff will be flexible with ongoing changes of the CDC, the guidelines and protocols.
- Every staff member will receive a binder with all safety protocols included. Staff members will be required to acknowledge their participation in Staff Development as it relates to COVID -19. A form must be signed and will be kept on file as well as in the binder indicating that the staff member has met the necessary requirements. This signature page will confirm that the staff member has read, viewed, and understood the protocols that are to be enforced.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Antonio Rodriguez - Head Custodian	Cleaning Materials & Chart, PPE, CDC Website	Y

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Same as yellow	Same as yellow	Yes

Other cleaning, sanitizing, disinfecting, and ventilation practices

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Routine hand washing and disinfecting will occur frequently throughout the day. Additional cleaning of communal areas. Fans will be used and windows will be open whenever possible.	All protocols will remain the same during the yellow and green phase	Administration/Faculty/Staff/Maintenance	Cleaning Materials & Chart, PPE, CDC Website	Yes	

10. How will classrooms/learning spaces be organized to mitigate spread?

- All desks will face the same way.
- All desks will have a plexiglass divider to provide another layer of protection.
- All desks will be set up with 6' separation from other students.
- Each student will have their own personal supplies.
- Areas will be marked with tape so students are aware of their personal space.
- Classrooms will have visual markers of the 6' spaces so students are aware of their individual space/zone.
- No supplies may be shared. Students must have their own supplies. The list of necessary supplies for each grade level is located on the school's website.
- All supplies must be placed in a freezer-type gallon bag, labeled and must stay in school. They may not be taken home. All supplies will remain in school as will textbooks unless students are directed to take textbooks home. Electronic devices will also remain in school and will only go home if we convert to virtual/distance learning.
- Each student will be provided with a plastic caddy where their supplies will be kept.
- Each student must have his/her own hand sanitizer, disinfectant wipes, and tissues that may not be shared.
- Each student must bring their own disposable water bottle since there will be no water fountains available for the students. Water bottles may be for single day use, to be thrown out at the end of the day, or students may bring their own labeled bottle for which they will assume responsibility.
- Use of the restroom will be permitted but strict procedures will be followed.
- Hand washing and sanitizing will be required. We have purchased a professional grade fogger which will be used to sanitize the school daily.
- Doors will be propped open to avoid the touching of doors and door handles/knobs.
- Students will not be permitted in the halls.
- Students will follow the 6' distance rule.
- Students will eat lunch in their classrooms. Lunch may be served in the cafeteria if proper seating is observed and available.
- Breaks will be incorporated throughout the day and occur in the classroom.
- All subjects will be taught in the classrooms. Students will not change classrooms, teachers will conduct class in each grade's classroom.

11. How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

- Students will remain in the classroom the entire day. Staff will rotate in middle school as will specials. This will limit movement in halls and other communal areas.
- One-way traffic patterns will be marked in the hallways.

12. What policies and procedures will govern use of other communal spaces within the school building?

- Students will be provided with opportunities to use the restroom when needed. Restroom breaks will be staggered.
- Lunch will be in the classroom where each student will eat at their desk and proper sanitization will be followed. Lunch may be served in the cafeteria if proper seating is observed and available.
- Classroom and cafeteria seating will follow the required 6 feet distancing protocol and all will be faced in one direction. Three lunch periods will be established to accommodate our students and staff.

13. How will you utilize outdoor space to help meet social distancing needs?

- The use of outdoor space will present unique challenges. Playing outside is good but it will have to be controlled so the students respect the 6' of distance and honor each other's personal space.
- No contact sports/activities will be permitted, and the playground will be marked appropriately to enforce the social distancing requirement.

14. How will you adjust student transportation to meet social distancing requirements?

- Specific areas will be designated for walkers, car riders, and bus students.
- Students will honor the 6' distance rule while waiting to be picked up; teachers will supervise the students.
- Parents will not be allowed into the building to pick up students.
- Parents must also honor the 6' distance requirement.
- All tardies will go through door #1 and follow the protocols in place.

15. What visitor and volunteer policies will you implement to mitigate spread?

- Visitors will not be permitted in the school.
- Parents will not be permitted to enter the school.
- Volunteers must receive their clearances and must participate in the necessary training so they are aware of proper protocols. All volunteers will be required to sign the necessary forms to indicate they have been trained in all areas regarding COVID-19.
- Substitutes will also be required to receive the necessary training. All substitutes will be required to sign the necessary forms to indicate they have been trained in all areas regarding COVID-19.
- Virtual Open House opportunities will be provided, as well as, Virtual Parent Conferences.

16. Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

- Younger students will have more difficulty than older students particularly with understanding the importance of following specific procedures.
- Two areas of concern are the wearing of masks and honoring the 6' social distance requirement.
- We must explain why it's necessary to follow the procedures, but we must also be careful to not scare the children.
- Perhaps using cartoon characters like Spider-Man and Batman, who both wear masks, as examples, would make the wearing of masks less traumatic. "Be a hero, and wear a mask" will become our slogan.
- Young children by nature love to hug and shake hands. These interactions will be discouraged and not permitted in order to honor the 6' social distance ruling. We will encourage our staff to develop a special group of gestures to be used throughout the school which will provide our students with the appropriate means of acknowledging each other as well as their teachers.

17. Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

- All staff and volunteers will be required to have all clearances, as well as COVID-19 safety clearances. In addition, they must participate in any training related to COVID-19.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	Desks are 6 ft apart. Students have their designated personal space. Privacy plexiglass shields on every desk.	All protocols will remain the same during the yellow and green phase.	Administration, Teacher, Staff	Tape, measuring tape, decals	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Cafeteria will be used if possible at 50% capacity. Students will follow the 6ft distance policy. Student will be seated facing the same direction. Lunch will be safe and sanitary. Lunch will be served in classrooms.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff, Maintenance Food servers	Tables and chairs Cleaning supplies 6 ft Distance markers	No
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	Teach and reinforce proper hand washing techniques. Teach and reinforce the wearing of masks Post signs related to proper hygiene.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff, Maintenance	Posters, Video, Hand soap, Disinfectant, cleaning supplies	No
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	Post signs in all areas both in English and Spanish. Utilize the PA system for intermittent announcements regarding sanitizing and proper hygiene. Organize student contests to create videos, posters, and signs to focus on proper hygiene for both home and school.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff, Students	Posters, Videos, signs, art supplies	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Identifying and restricting non-essential visitors and volunteers.	No non-essential visitors, No field trips, Virtual Mass instead. Only essential volunteers and workers in school wearing proper PPE.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty, Staff, Maintenance	Protocols for entering school must be followed including temperature and symptom check and COVID-19 Acknowledgement Form	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	Gym and recess will be held, but social distancing will be followed. There will be no physical contact activities.	All protocols will remain the same during the yellow and green phase.	Phys. Ed Teacher Administration Staff Maintenance	Personal Equipment	No
Limiting the sharing of materials among students	Students may not share any supplies and will be required to have their own.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff Materials	Information provided as needed	Yes
Staggering the use of communal spaces and hallways	Each class will be assigned a time to use restrooms to limit activities in the hall.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff, Maintenance	Schedule	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Adjusting transportation schedules and practices to create social distance between students	Busing protocols provided by School Districts. Encourage staggered times.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty, Staff, Maintenance	Bus dismissal times	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classrooms will be set up honoring the 6ft social distancing requirement. All desks will have a plexiglass dividers. Students will be provided with their own devices. Students must have their own supplies. There will be no sharing of any supplies. No small group instruction. No teachers centers, or stations.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty, Staff, & Maintenance	Decals, Tape, Plexiglass Dividers	No
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	There will be a maximum of 15 students in aftercare. All protocols will be followed as during the school day.	All protocols remain the same during the yellow and green phase.	Administration, Faculty and Staff and Maintenance	Schedule	No
Other social distancing and safety practices	Signs, taping of areas for personal space and decals will be placed around school to focus on social distancing, proper hygiene and masks wearing.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff and Maintenance	Signs, Posters, Tape	No

18. How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

- All staff and students will have their temperature checked before being admitted into the building.
- Staff will be made aware of the symptoms associated with COVID-19 and observe and monitor their students throughout the day for visual symptoms. Visual symptoms include but are not limited to: flushed cheeks, rapid breathing, difficulty breathing, fatigue, and extreme fussiness. If a student appears to have any of the symptoms, parents will be notified and students will be sent home within the hour.
- A student who does exhibit these symptoms must be free from fever and may not present any symptoms in order to return to school.
- A doctor's note will be required to return to school.

19. Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

- All monitoring will be done daily upon arrival of the staff and students. There will be a dedicated door for walkers, bus students, and car riders. A car rider must go to the car rider door.
- Staff will carefully monitor students throughout the day for symptoms of COVID-19.
- Our staff will be aware of the trends and will be kept up to date with information provided by the CDC.

20. What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

- The affected person will be moved from the classroom and be taken into a dedicated room where they will stay until they are picked up by a parent or guardian. The affected person must leave the building within the hour.
- The following will be notified of the incident: Father Andrew Gehringer, the Diocese of Allentown, The Bethlehem Health Bureau, Holy Infancy Staff, and Holy Infancy School Families.
- Names will not be disclosed to protect confidentiality, as per FERPA law.

21. Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

- The principal or designated staff member, together with advice from the Bethlehem Health Bureau, Diocese of Allentown and the Department of Education, will decide if quarantine or isolation is warranted.

22. What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to comfortably return?

- The following guidelines from the CDC and the Diocese of Allentown will be followed: Doctor's note will be needed. Any area where the infected person entered must remain vacant and cleaning procedures may not occur until a 24 hour period of time has been elapsed.
- Staff and students will follow a 14-day quarantine.
- Any student who is unable to return to school will be provided with remote/distance learning opportunities.
- Notify the Allentown Diocese, the Bethlehem Health Bureau.
- A substitute will be provided for the teacher who is under quarantine.

23. How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

- We will follow guidelines determined by the CDC and the Diocese of Allentown.
- Students will be given a choice between a hybrid school day or virtual/distance method of instruction.
- Appropriate devices will be provided for the student if needed.
- Guided student practice worksheets will also be provided for the students.

24. When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?

- All parents will be notified via OptionC or a phone call or email from the principal.
- Names will not be released per HIPAA and FERPA requirements.

25. Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

- All staff who work in the building will receive training related to the monitoring of students/staff health.
- Staff training will be via Zoom or video.
- Proof of participation will be required. Logs/student sign-ins will be retained in office.

- Parents will be required to sign a form acknowledging they have been provided with a list of protocols and procedures that will be followed by the school. This form will be kept on file in the office.

Monitoring Student and Staff Health

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	<p>Check temperature and record daily, check for symptoms, do a visual inspection, fill in questionnaires related to inspection.</p> <p>Option #2 Parents will be asked to take temperature at home and report temperature to school. Encourage anyone who is sick to stay home.</p>	All protocols will remain the same during the yellow and green phase.	Administration, Faculty, Staff and Parents	Clipboard, Thermometers, Questionnaire, Student List, Pen and Storage area	Yes
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Affected students will be sent to a dedicated isolation room. We will call the student's home. The affected student must be picked up within the hour.	All protocols will remain the same during the yellow and green phase.	Administration, Nurse if available, Faculty and Staff	Isolation Room	No
Returning isolated or quarantined staff, students, or visitors to school	Affected staff or students must have stayed home for 10 days; must be symptom free; must be fever free for 72 hours.	All protocols will remain the same during the yellow and green phase.	Administration, School nurse if available	Doctor's note indicating that staff or students are cleared to return to school.	No

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Parents are aware of protocols that are in place. Holy Infancy will follow the recommendations of the Diocese of Allentown, City of Bethlehem Bureau of Health, Commonwealth of PA Department of Health regarding the closure of our school. Parents will be notified by Option C, Email, Text or any other possible means of communication.	All protocols will remain the same during the yellow and green phase	Administration, Secretary, Faculty and Staff	Option C, Text, Website, Email	No
Other monitoring and screening practices	Anyone who exhibits symptoms must complete the COVID 19 questionnaire to report the status. It is recommended by the Department of Health that any student or staff member who has traveled to any state with a high number of COVID-19 cases Complete a 14-day quarantine. DOH will update the list of states with a high number of cases with frequency, so it should be consulted regularly by those traveling. Residents should stay in their quarantine location for the full 14 days and avoid interacting with anyone including those in their household. At this time, quarantine related to travel is a recommendation, not a requirement. Quarantine is recommended because it is one of the most effective methods in preventing the spread of COVID-19. Quarantining helps keep you, your family, your friends, and your community safe.	All protocols will remain the same during the yellow and green phase	Administration and Nurse if available	COVID 19 questionnaire	No

26. What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

- Holy Infancy School will follow the protocol established by the CDC, the Commonwealth of PA, the City of Bethlehem, and the Diocese of Allentown for wearing face masks.
- Governor Wolf issued a ruling on 7/1 that masks must always be worn in public spaces.

27. What special protocols will you implement to protect students and staff at higher risk for severe illness?

- Option of being virtual.
- We will follow the protocol established by the personal physician in regard to students or staff. Training will be provided if necessary.

28. How will you ensure enough substitute teachers are prepared in the event of staff illness?

- Holy Infancy has several people who serve as substitute teachers for our school. All substitutes will receive the appropriate COVID-19 training in order to substitute in our school. Failure to participate in COVID-19 training will result in the substitute being deleted as a substitute teacher for Holy Infancy School and he/she will not be permitted to be in our school building.

29. How will the School strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as, supports for social emotional wellness at school and at home?

- Our school staff has and always will work together to ensure that our students as well as their families are safe and healthy. We pride ourselves on the fact that we not only care that our students are successful in the classroom but that they are also spiritually, emotionally and physically well. We call home, email, and survey to check on our families’ well-being, making sure that they have sufficient food, are healthy, happy and safe. We have a rapport with our families and are confident that they will come to us for assistance when needed.

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	Each individual will be treated on a case by case basis. Preferential seating near ventilated areas and additional PPE will be provided when needed. It will be necessary to provide stringent cleaning and sanitizing procedures.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff	To be determined based on individual needs PPE	Yes
Use of face coverings (masks or face shields) by all staff	Teachers will provide their own mask. All masks must cover the area from nose to chin. All masks may be disposable or cloth. The masks must be free of offensive words, images, designs and patterns.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff	Masks	No
Use of face coverings (masks or face shields) by older students (as appropriate)	Students will provide their own masks. We will have a limited supply if needed. All masks must cover the area from nose to chin. All masks may be disposable or cloth. The masks must be free of offensive words, images, designs and patterns.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff	Masks	No
Unique safety protocols for students with complex needs or other vulnerable individuals	Special seating when needed near ventilated areas. It will be necessary to provide stringent cleaning and sanitizing procedures.	All protocols will remain the same during the yellow and green phase.	Administration, Faculty and Staff	Special seating	No

Strategic deployment of staff	Request assistance from Colonial Intermediate Unit 20. Request services for mental health concerns through Catholic Charities Therapy Services. Monitor the students and staff mental health. Survey Staff and Students to monitor feelings and emotions.	All protocols will remain the same during yellow and green Phase.	Admin, Faculty, Staff and IU Staff	Therapy sessions, Surveys	No
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Professional Development Topics

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1	Hygiene	Faculty Staff, and Students	Nurse, Faculty and Staff, Students	Virtual	Videos, In Person presentations, Posters, Signs, Soap, water, Hand Sanitizer	First week of school	On going
2	Symptoms of COVID/Monitoring /Questionnaire	Faculty and Staff	Nurse, Faculty and Staff	Virtual	Video; Slideshow	Opening of School Staff Development	On going
3	Mental Health	Faculty and Staff	Nurse, Faculty and Staff	Virtual	Video; Slideshow	Opening of School Staff Development	On going
4							
5							
6							

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Sanitation of School Building and Classrooms	All stakeholders (Administration, Faculty and Staff, Parents)	Administration, Faculty, Staff	Social Media, OptionC, Zoom	August	ongoing
2	Health and Safety Protocols	All stakeholders (Administration, Faculty and Staff, Parents)	Administration, Faculty, Staff	Social Media, OptionC, Zoom	August	ongoing
3	Logistics of Arrival and Departures	All stakeholders (Administration, Faculty and Staff, Parents)	Administration, Faculty, Staff	Social Media, OptionC, Zoom	August	ongoing
4	Traditional/Hybrid/Virtual Instructional Programs	All stakeholders (Administration, Faculty and Staff, Parents)	Administration, Faculty, Staff	Social Media, OptionC, Zoom	August	ongoing

5	Afterschool Programs	All stakeholders (Administration, Faculty and Staff, Parents)	Administration, Faculty, Staff	Social Media, OptionC, Zoom	August	ongoing
6	Classroom Organization	All stakeholders (Administration, Faculty and Staff, Parents)	Social Media, OptionC, Zoom	Social Media, OptionC, Zoom	August	ongoing

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures	
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Everyone will be trained on: Cleaning, Disinfecting, Sanitizing and Ventilation Protocols. We will use IU 20 materials provided through Safe Schools. Training will focus on: Proper Hand Washing Techniques PPE and usage COVID, Coping Skills and Other Mental Health concerns. It's ok to stay home when you're sick!</p> <p>Cleaning and Sanitizing will be done intermittently during the school day: Upon arrival, before and after breakfast, before and after snack, before and after lunch, before and after restroom breaks, before leaving at the end of the school day, before and after PREP classes. Restroom will be sanitized 3 times a day. Social distancing and other safety protocols.</p>

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures	
Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<p>Follow CDC guidelines: All desks will face forward, No Small Group Instruction, No Learning Stations or Centers, Physical Education Classes will be non-physical contact, Following the 6' Social Distancing Protocol, Specials will travel to each classroom, Middle school teachers will move, not students. Students must have their own supplies; there will be no sharing, no borrowing. Students will not share devices; each student will be issued their own device. Masks/Face Shields will be required.</p>
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<p>If a cafeteria is used, maximum capacity will be 50%. Additionally, all students will be seated 6' apart and all students will face the same direction. Students may also eat in their classroom under the supervision of the teacher or an aide.</p>
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<p>Training will be provided. Teachers will reinforce good hygiene practices. We will provide opportunities for students to practice good hygiene throughout the day. A song will be played over the intercom to signal to the students that it's Hand Sanitizing time. The times will be consistent so hand sanitizing will become a normal, expected daily activity. Hand Washing while saying the Hail Mary is suggested.</p>

Strategies, Policies & Procedures

<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>We will post signs and posters in both English and Spanish throughout our school. We will sponsor contests for the students to design signs and posters related to good hygiene practices.</p>
<p>Handling sporting activities through formal “Return to Play Plan”.</p>	<p>TBD</p>
<p>Limiting the sharing of materials among students</p>	<p>Each student will have his/her own supplies. There will be no classroom sets. Each student will store materials in his/her own storage bag. The supply bag may not be taken home.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Break times and Restroom times will be assigned to avoid congestion in the hallways. One-way traffic patterns which are clearly marked will be established.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>TBD by home School Districts Protocols must be established for bus students, walkers, and car riders.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Classroom size is limited to 15 students or less.</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>Extended care will be limited to 15 students.</p>
<p>Other social distancing and safety practices</p>	<p>We will implement the 6’ Social Distancing requirement. Face masks/shields must be worn. Annual Open House will be virtual as will Parent Conferences. Plexiglass desk shields will be installed in all classrooms.</p>

Monitoring Student and Staff Health

Strategies, Policies & Procedures	
Monitoring students and staff for symptoms and history of exposure	The Administration, Faculty and Staff will be provided with Staff Development to instruct the staff on how to monitor our students' health.
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	We will set up an isolation/quarantine room.
Returning isolated or quarantined staff, students, or visitors to school	We will strictly follow the protocols established which include: affected person must be symptom free for 10 days and fever free for 72 hours before being admitted back to school.
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	First and foremost, confidentiality must be maintained. We will follow the recommendations of the Diocese Of Allentown, the Commonwealth of PA, the City of Bethlehem and Northampton County.

Strategies, Policies & Procedures

Other Considerations for Students and Staff

Strategies, Policies & Procedures	
Protecting students and staff at higher risk for severe illness	Any Staff member or Student deemed to be high risk will be treated on an individual basis. Students will be provided with preferential seating near ventilated areas if needed. Additional PPE will be supplied for any staff member and student who is at high risk for severe illness. It will be necessary to provide stringent cleaning and sanitizing procedures.
Use of face coverings (masks or face shields) by all staff	Face coverings are required as per Dr. Rivera, Secretary of Education for the Commonwealth of PA. All masks must cover the area from nose to chin. All masks may be disposable or cloth. The masks/shields must be free of offensive words, images, designs, and patterns.
Use of face coverings (masks or face shields) by older students (as appropriate)	Face coverings are required as per Dr. Rivera, Secretary of Education for the Commonwealth of PA. All masks must cover the area from nose to chin. All masks may be disposable or cloth. The masks/shields must be free of offensive words, images, designs, and patterns.
Unique safety protocols for students with complex needs or other vulnerable individuals	Any student with complex needs or if deemed vulnerable will be treated on a case-by-case basis.

Strategic
deployment
of staff

The Administration, Faculty, and Staff will work together to provide our students with a meaningful and relevant educational experience. We will also seek to provide our students with the tools necessary to be not only successful in the classroom but to also be successful spiritually as well as emotionally. We will provide any students with psychiatric support should the need arise. We will work closely with IU 20 and also with Catholic Charities Therapeutic Services to assist our students with any mental health issues.