



ARP ESSER Health and Safety Plan

Health and Safety Plan Summary: Pennsylvania Distance Learning Charter School

Initial Effective Date: July 27, 2021

Date of Last Review: September 14, 2021

Date of Last Revision: September 20, 2021

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

As a public cyber charter school, Pennsylvania Distance Learning Charter School (PDLCS) will continue to offer online learning for all enrolled students, as outlined in the PDLCS Charter. Students do not report to the school building. The School will operate with all staff reporting to the office a minimum of 2 days per week, and working remotely for the remaining work week. In addition, staff will have ten flex days to work from home throughout the school year.

The health and safety of PDLCS's families, staff and contracted service providers is paramount. Decisions regarding in-person services for special education students shall be made on an individual basis by each student's IEP Team. However, no in person services will be permitted, unless the health and safety guidelines of this plan, together with applicable state and federal mandates regarding health and safety are followed during the provision of any in-person services.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

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The health and safety of PDLCS’s families, staff and contracted service providers is paramount. Decisions regarding in-person services for special education students shall be made on an individual basis by each student’s IEP Team. However, no in person services will be permitted, unless the health and safety guidelines of this plan, together with applicable state and federal mandates regarding health and safety are followed during the provision of any in-person services.

The school nurse and/or assistant to the nurse will be available to all students and staff as a resource to address any health related needs. The school nurse is available during the school day from 7:30am to 3:30pm. The school community has access to the online School Nurse’s Office that houses a wealth of information on health and safety, as well links to available resources. The School Nurse’s Office is located through the Student Information System (SIS) in the Parent/Student Resource Center.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>a. Universal and correct wearing of masks;</p>	<ul style="list-style-type: none"> - Vaccinated staff and school visitors will be required to wear masks. - Unvaccinated Staff are required to wear masks. Masks will be provided for those that require one. - Staff and Visitors with complex needs may contact the school nurse to address those needs when visiting the school office or school sanctioned events (testing, field trips, etc.). - When traveling for school business, staff, students, and families in attendance will follow the guidance set forth by the establishment where the event is taking place.
<p>b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);</p>	<ul style="list-style-type: none"> - Social Distancing will be in effect in the school office. Staff will be limited to the following numbers within the different school facilities to ensure the possibility of appropriate distancing: <ul style="list-style-type: none"> o Training Room: 38 total (36 + 2 Presenters) o Conference Rooms: 10 Total o Kitchen: 12 Total o Elevators: 2 Total - Work areas are to be structured to ensure social distancing where feasible and appropriate, consistent with applicable

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	<p>state and federal laws and health and safety guidelines. Professional learning will be available for parents, students, and contracted service providers for safety and social distancing protocols. All parties must sign an affirmation sheet stating they watched the learning videos and will enact the measures identified in the safety plan, including, but not limited to cleaning and disinfecting all areas and items used, hand sanitizing, and wearing of masks or shields in accordance with guidelines.</p>
<p>c. Handwashing and respiratory etiquette;</p>	<ul style="list-style-type: none"> - Masks will be required for any staff or other building visitors who are not vaccinated. Masks are also required for those that have been vaccinated. - Hand Washing Reminders have been posted in common areas within the school building. - Hand sanitizing stations have been setup throughout the building, including at the entrances of the building, common areas, restrooms, elevators, and at copy machines.
<p>d. Cleaning and maintaining healthy facilities, including improving ventilation;</p>	<ul style="list-style-type: none"> - The contracted cleaning services company follows agreed upon schedule below for cleaning and disinfecting beyond regular nightly janitorial services: <ul style="list-style-type: none"> o Building wide Environclean Surface Disinfecting will occur quarterly throughout the year. o Building wide disinfecting fogger will be applied 6 times per year. o Emergency Disinfecting services are available if needed. - The school's landlord uses HEPA air filters and maintains the HVAC systems regularly for air quality. - Each staff member will be provided cleaning and disinfectant spray, and paper towels to maintain cleaning and disinfecting of his or her work station. Prior and after use of common items, staff members are to sanitize hands, and disinfect item surfaces. Cleaning and disinfecting of common area tables and chairs is to occur after each use with a minimum of ten (10) minutes between each use. Hand sanitizing stations have been setup in 28 locations throughout the building, at the entrances of the building, common areas, restrooms, elevators, and at copy machines.

ARP ESSER Requirement

Strategies, Policies, and Procedures

e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with the State and local health departments;

- The school nurse and/or assistant to the nurse is available to students, families, and staff during the school day from 7:30am to 3:30pm. The school community has access to the online School Nurse’s Office that houses a wealth of information on health and safety, as well links to available resources. The School Nurse’s Office is located through the Student Information System (SIS) in the Parent/Student Resource Center.
- Prior to departing for work each day, all staff members must complete a self-medical check. The following should be observed and monitored:
 - o Temperatures over 100.4 degrees
 - o Chills
 - o Dry cough with shortness of breath
 - o Sore Throat
- Should any staff member exhibit symptoms listed above, he/she is required to notify the Human Resources Coordinator (via phone call) use a personal day and stay at home. Consult with his/her telemedicine provider regarding whether or not a COVID test is required.
 - o <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Staff members who feel sick while on site are to self-isolate in the closest office, teaching room, or conference room. Contact the Human Resources Coordinator immediately by telephone to coordinate with the School Nurse on a safe plan for care and exiting of the building.

Staff members or a family member diagnosed with COVID, are not to share this information with colleagues. Notify the Human Resources Coordinator immediately. Privacy of all individuals must be maintained. Measures will be taken to ensure that other staff members on site are provided with a safe working environment. The HR Coordinator will work with the staff member on the available leave options, flexible work days and reporting back to work requirements, etc. **Staff members unable to fulfill job responsibilities during a scheduled work day must contact the Human Resources Coordinator and take personal time as outlined in the *Employee Handbook*.** Staff members that test positive for COVID will require a negative test result OR a doctor’s release for work note OR must meet the CDC criteria to discontinue home isolation and consult with a healthcare provider prior to returning to work. The school will work with the local health officials concerning other parameters. CDC criteria for discontinuing home isolation can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>. If a staff member has a positive COVID test, he/she will complete the appropriate notification and submit it to the HR

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	<p>Coordinator. The HR Coordinator will provide this report to the School Nurse for notification to the State.</p> <p>If a staff member has been in close contact with a person diagnosed with COVID, please notify the Human Resources Coordinator and follow the protocol set forth by the CDC and the AIU Flowchart. Staff members that choose to quarantine must utilize personal leave time or flexible work days when not reporting to the office on days they are scheduled to be on-site.</p>
f. Diagnostic and screening testing;	<ul style="list-style-type: none"> - The school nurse, health care providers and contracted health and insurance brokers will provide information to students, families and staff on diagnostic and screening testing as needed. PDLCS will not facilitate those tests.
g. Efforts to provide vaccinations to school communities ;	<ul style="list-style-type: none"> - PDLCS will provide information to students, families and staff about available vaccination clinics in local area, as appropriate. - PDLCS will not provide or facilitate vaccinations.
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	<ul style="list-style-type: none"> - In the event that an IEP Team determines the necessity for an in-person service to take place, CDC guidelines and this plan must be followed. Work areas are to be structured to ensure social distancing where feasible and appropriate, consistent with applicable state and federal laws and health and safety guidelines. Professional learning will be available for parents, students, and contracted service providers for safety and social distancing protocols. All parties must sign an affirmation sheet stating they watched the learning videos and will enact the measures identified in the safety plan, including, but not limited to cleaning, disinfecting, all areas and items used, hand sanitizing, and wearing of masks or shields in accordance with guidelines.
i. Coordination with state and local health officials.	<ul style="list-style-type: none"> - Coordination with state and local health officials will occur through the School Nurse's office.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Pennsylvania Distance Learning Charter School** reviewed and approved the updated Health and Safety Plan on **September 20, 2021**.

The plan was approved by a vote of:

Yes

No

Affirmed on: **September 20, 2021**

By:

(Signature of Board President)*

John Marous

(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.