



HEALTH & SAFETY PLAN

2020-2021



Mastery Schools

masterycharter.org



Background & Scope

A Health & Safety working group comprised of Mastery staff and administrators collaborated to develop the policies found in this document. All policies are based on guidance from the Centers for Disease Control, Pennsylvania Department of Education, New Jersey Department of Education, and the Children’s Hospital of Philadelphia. Where there has been any gray area identified in the aforementioned policies, the working group has elected to lean toward more rigorous policy in the best interest of safety.

For more information call 215-866-9000.

THIS PLAN ADDRESSES FIVE PRIMARY AREAS:



Facilities Preparation & Supplies

PAGE 2



Cleaning Protocols

PAGE 5



Policies for Students, Parents & Visitors

PAGE 6



Policies for Dealing with Persons Presumed to be Sick

PAGE 10



Arrival, Dismissal, and Transition Policies

PAGE 12

SECTION
1

Facilities Preparation & Supplies

Common Space Preparation

Front Desk

- Each school’s front desk must have a plastic barrier in place. (Schools have discretion on assigning the number of staff at the desk based on social distancing protocols).
- The front desk shall have a hand sanitizer station.
- The front desk shall have a computer dedicated for guest sign-in.

Hand Sanitizer Stations

- Every school will have at least one hand sanitizer station near every entrance door into the school.

Required Signage

The following signage will be posted in every school to remind students, staff, and families about safety protocols and practices:

Signage Description	Location(s)
Visitor Entry Requirements	Main visitor door
Student Admission Procedures	Each entry door used for morning admission
Masks Required in Hallways	Hallways
Social Distancing Reminders	Hallways and Classrooms
School Quarantine Designated Area	School Quarantine Designated Area
Handwashing Procedures	All student and staff bathrooms
Floor tape (Social Distancing cues)	Hallways

School Doors

Doors should be propped open as often as possible.

- Stairwell doors cannot be propped due to fire safety compliance.
- Schools should consider propping doors open in bathrooms where doing so won’t compromise student privacy.
- Doors used for student entry and exit should be propped open during morning arrival and dismissal.
- Classroom doors should remain open.

Classroom Preparation

Desk Spacing & Positioning

- All desks must be 6 feet apart and face the front of the room.

Cleaning Station

- Each classroom should have disinfectant wipes or spray.
- Teachers are not expected to deep clean their classroom, however, they are expected to disinfect using a spray bottle or wipes.
- All classroom cleaning supplies must be kept locked and out of reach of students.

Hand Sanitizer Station

- Each classroom shall have hand sanitizer available (bottle or wall mounted units).

Ventilation – Classrooms with Central Air Conditioning

- CDC approved air filters will be used centrally (these filters help prevent COVID-19 transmission).
- Air filters will be changed monthly.
- The Building Engineer will run the HVAC system at maximum outside airflow for 1-2 hours before and after occupied times.

Ventilation – Non-central Air Classrooms

- Increased fresh air ventilation helps prevent virus transmission.
- Therefore, teachers shall run the air conditioner unit in their room to circulate fresh air into the classroom continuously.
 - The air conditioning unit should be placed in a mode that enables fresh air to be pumped into the room (rather than recirculated air).
 - If a teacher is uncertain how to do so, contact the building engineer.
- Teachers can also open windows at their discretion.
- Teachers can also request an additional fan be placed in a window.

NOTE: classrooms that do NOT have means to circulate fresh air into the classroom shall NOT be used as a classroom space.

Materials Management

- Staff members are asked to limit all sharing of resources, books and manipulatives.
 - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., textbooks, art supplies, equipment etc.) or
 - Limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Students' belongings should be separated from others' and in individually labeled containers, cubbies or other areas.
- Staff members are responsible for cleaning and disinfecting shared items between uses (or assigning such cleaning to their students).

K-3 Visual Social Distancing

- To maintain social distancing guidelines at 6 feet apart, taped outlines for boxes or squares should be used as visual guidelines when applicable, particularly in K-3.

Personal Protective Equipment (PPE) Protocols

Supplies Ordering

- Schools should order a three month (13 weeks) supply of mask, gloves, plastic face barriers, hand sanitizer, and disinfectant supplies.

SECTION 2

Cleaning Protocols

It is everyone's responsibility to vigilantly maintain a clean and safe environment for each school.

Additional Staffing

- Mastery has increased the size of cleaning crews at each of its schools.
- Additional day porters will at least double the regular allocation.

High Touch Spaces

- High touch point spaces (bathrooms, doors, water fountains, front desk counter tops) will be disinfected frequently throughout the school day by the day porters.
- Day porters will seek to clean high touch areas every 1-2 hours.

Evening Cleaning

- The cleaning crew shall conduct a thorough cleaning of the entire school building each evening.
- The Building Engineer will utilize a check-off list of each area to review routine cleaning.
- Each evening, the cleaning crew shall be directed to check-off each area that was cleaned thoroughly.

Bus Cleaning

- Busses should be disinfected prior to departing the bus yard at the start of route, to be completed by the bus vendor.
- Busses should be disinfected immediately upon the end of the bus route, to be completed by the bus vendor.

SECTION 3

Policies for Students, Staff, Parents, Visitors

General Safety Policies

Masks / Face Coverings

All students, staff and guests must wear a mask to enter the building and throughout the day except for breaks (i.e., eating, drinking, where proper social distance is maintained, or if a person is alone in a space). Please use a common sense approach to managing masks and breaks.

- All students, staff and guests must wear a mask to enter the building.
- The front desk will provide a mask to guest if they do not have one.
- Parents are asked to send students to school with a mask.
- A “Mask or “Face covering” means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face.
- A “face covering” can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, a plastic face shield that covers the nose and mouth.
- “Face coverings” may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels.

Mask Breaks

- Teachers are encouraged to provide face coverings/masks breaks at least once per classroom period. This assumes students are placed 6’ distance.
- Face covering breaks shall be less than 10 minutes; unless while eating or drinking when spaced at least 6 feet apart.

Student Non-Compliance with Social Distancing/Mask Use

- Schools should devote time at the beginning of the school year to ensuring students understand the science behind why mask wearing and social distancing is important.
- Schools should establish a normed language for reminding members of the school community to follow safety guidelines.
- If a student is not complying with social distancing or wearing a mask, staff should remind the student of the safety expectation and rationale.
- Staff should model what it looks like to meet expectations (Ex.: demonstrate proper mask wearing and/or outreached arms to show what appropriate social distancing looks like).
- If a student is not wearing a mask, the student should be provided with a mask.
- Staff should provide positive reinforcement to student for accepting the redirection and complying with the health and safety guidance.
- Students who refuse to comply with social distancing and/or mask wearing, despite all of the above steps taking place, should be referred to the dean.

Field Trips, Assemblies, Extra-Curricular Activities

Field Trips

- Field trips shall not be scheduled during the First Report Period. Additional guidance will be provided for Report Period 2.

Assemblies

- Assemblies or large gatherings of greater than 25 persons shall not be scheduled during the First Report Period – pending review for Report Period 2.

Before/Aftercare Vendors

- Schools will determine if vendors can continue to serve their schools utilizing our health/safety guidelines.

Extra-Curricular Activities: Sports

- No sports shall be scheduled – pending further direction from local authorities.

Extra-Curricular Activities: Non-Sports

- Extra-curricular activities may be scheduled dependent on the supervising staff person follows our health and safety guidelines on social distancing.

Policies for Parents & Visitors

Visitors/Guests Procedures

- All visitors to our school offices are strongly encouraged to schedule an appointment.
 - Principals have the discretion to accept non-scheduled visitors or to request that those visitors return after making an appointment.
- Visitors/guest should self-monitor themselves prior to coming into our schools and avoid visiting our buildings if they are sick or have a temperature of 99.5.
- Front desk will request guests put on their mask, or if not available, supply a mask.
- Guest will use the hand sanitizer station placed at the front desk.
- Guests/visitor temperatures will be scanned by staff upon entry.
 - If guest/visitor has a temperature at 99.5 they will be asked to leave. Individuals displaying symptoms of dry cough, troubled breathing, a sore throat, and/or chills will be advised to not enter our school buildings or offices.
- Visitors/Guests will register on a computer placed at the front desk.
 - The front desk staff shall wipe down the computer with disinfectant wipes after each use.
- All visitors will need to wear a visitor's badge and should present identification to our front desk staff members.
- All visitors to our school offices must remain in the front office or lobby area until your meeting time and the person that you are visiting escorts you to another location.
- All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least 6 feet from another person or person(s).

Policies for Teachers & Staff Members

Travel

- If staff members have recently traveled or will travel to any locations (including airport layovers or cruises), we will follow the state of PA, NJ's and CDC's travel restriction guidance:
 - Inform supervisor and hr@masterycharter.org immediately.
 - Self-quarantine for 14 calendar days after the return date.
 - Mark your absence as "Coronavirus" in Workday.
 - Provide a copy of a ticket or other proof of travel location bearing your name and the travel dates to hr@masterycharter.org in lieu of obtaining a doctor's note if necessary.

Employees should please reconsider any non-essential, non-work related travel in the coming months.

External Staffing & Service Providers

All external service providers will comply with all Mastery health and safety policies. Schools should make every effort to limit or reduce the use of external providers in order to limit possible exposure. Examples of external service providers include:

Substitute Services

TSS & STS Staff

Other External Staff

SECTION

4

Policies for Persons Presumed to be Symptomatic

Nursing Staff

School Nurse

- Schools will have full-time nurses present during the school day.
- The school nurse shall wear full PPE.

Assisting Students with Symptoms

Students Presenting Symptoms

- A student presenting symptoms or who presents with a temperature shall be sent to the school nurse.
- If the nurse is not immediately available to assess the student, the nurse may send to the student to wait in the School Quarantine Area.

School Quarantine Area (SQA)

- Each school shall designate a School Quarantine Area.
- SQA area should be labeled with signage.
- Social distancing should be practiced in the SQA.
- The aide and/or nurse shall wipe down the SQA the after each student has left the area.

Student Pick-up

- When calling parents for pick up, nurse will follow the pickup policy listed in the Mastery Health Guide.
- Child **MUST** be picked up ASAP, they should not travel home alone.
- The student shall wait in the SQA while awaiting pick-up.

Non-compliant Parent Procedure (Refusal to pick up Sick Child)

- Staff should contact the student's family and/or emergency contact, reiterating the current school policy on sick student being picked up.
- Sick student must be monitored by a nurse or other designated staff person until parent/emergency contact arrives.

Student Return to School

- A student who has had COVID or was presumed to have COVID will be required to present documentation from a doctor clearing the student for return to school.
- HIPPA confidentiality requirements apply and the contents of student's doctor's notes are not to be distributed and are to be stored in a secure location.

Supporting Students with Pre-Existing Medical Conditions

- Students who have medical conditions can still attend school in person, or can select to attend the fully virtual program. Families will make the most appropriate decision for their student.
- Parents with students with a medical condition are strongly encouraged to contact the school, notify them of their child's condition, and send a note to the school nurse with instructions.

Staff Members Presumed to be Sick

If staff members are sick or have family members presenting symptoms of feeling ill, including cough, sore throat, troubled breathing, body aches, etc., you must stay home and not come to school until you or the family member are free of fever (oral temperature below 99.5°F) for at least 24 hours without the use of fever-reducing medications.

**SECTION
5**

Arrival, Dismissal, and Transition Policies

Arrival Procedures for Students

Self-Monitoring at Home

- Families must monitor their students daily before sending them to school.
- If your child has symptoms of COVID (cough, sore throat, difficulty breathing, body aches, etc.) or a temperature of 99.5 (or higher), they must stay home.

Multiple Entries for Students

- Schools should utilize multiple entrances to the school to limit the overcrowding of students and comply with social distancing guidelines.

Student Temperature Scanning

- The school shall take students temperature upon their arrival.
 - Schools shall station at least one staff person for every student entrance
 - Staff shall use the non-contact temperature scanner on each students' forehead and register the students' temperature.
- If a student has no temperature, the student should utilize the hand sanitizer station near the entrance and report directly to their first period class.
- If a student shows a temperature above 99.5F, the school nurse will assess the student and make a determination if the student needs to be sent home.

Recess/Physical Education

Recess Guidelines

- Recess may be scheduled.
- Students shall be instructed to play while following social distancing guidelines and remaining six feet apart.
- No more than (25) persons maximum.

Inside/Outside Equipment

- Equipment should be wiped down after use.

Physical Education Guidelines

- Physical Education classes may be scheduled.
- The PE teachers shall ensure that students maintain 6 feet apart per social distancing guidelines during activity.
- Masks usage during physical activity (socially distant) is at the discretion of the PE teacher. In cases where masks may interfere with students' ability to breath, the PE teacher will not require mask usage.
- To accommodate 6 feet distance, the maximum number of people will be 36 sq ft per person up to the room capacity not to exceed more than 25 persons maximum.

Student Transitions

Transitions Between Classes

- Schools should minimize any student movement or transitions between classrooms and student spaces; when possible, teachers instead of students are recommended to transition to their assigned classes and spaces.

NOTE: Middle schools and high schools will likely not be able to organize their student cohorts to minimize transitions. Schools shall organize transitions as best circumstances allow.

Bathroom & Water Fountain Protocols

Water Fountain

- Students shall use the water hydration stations located on each floor.
- Students shall use water bottles, rather than drink from the fountain individually.
 - Student shall be given a Mastery water bottle.

Bathroom Capacity

- The goal is to limit bathroom usage and schools should develop plans that focus on their specific environment.

Bathroom Passes & Procedure

- Schools are expected to develop a disposable or touchless hall passes system to minimize contact.

Lockers/Student Belongings

- Lockers cannot be used by students.
- Schools should develop a plan that supports storing student belongings.

Transportation

Students Self-Monitor

- Parent must monitor their student daily before boarding the school bus. If the student has a temperature of 99.5 (or higher) or are feeling ill (sore throat, coughs, or troubled breathing) they must stay home.

Capacity & Seating

- Bus seating & capacity will be set by the bus company following current CDC guidelines.
 - Riders of the same household are permitted to sit together.

Masks

- All students, aids, and drivers must wear masks while on the bus, at all times. Students will not be permitted to board or ride the bus without a mask covering both nose and mouth.
 - **AM route:** students must be wearing a mask before being permitted to board bus.
 - **PM route:** the school is responsible for ensuring all student riders are provided with a mask, if needed, prior to boarding the school bus.

Food & Drink

- Consumption of food or beverages is prohibited on bus.

Non-Student Riders

- Parents and non-student bus riders are not permitted to board the bus for any reason.

Boarding & Seat Assignments

- Student riders must board the bus one at a time, remaining 6 feet apart at all times.
- All students should have assigned seats. Seat assignments should be in order of pick up/drop off order (i.e.: board the bus back to front), when possible.

Windows

- Windows should be down (open), weather permitting, to allow for air circulation.

Bus Cleaning

- Busses should be disinfected prior to departing the bus yard at the start of route, to be completed by the bus vendor.
- Busses should be disinfected immediately upon the end of the bus route, to be completed by the bus vendor.

Student Arrival

- Staff member must be stationed outside to receive students off the bus.
- Students must remain 6 feet apart to maintain social distancing when getting off the bus and walking into the building.

Student Dismissal & Boarding of Bus

- Schools shall create a dismissal procedure where students remain in classrooms until their bus is called or wait in another suitable area (or outside) such that students are not in large groups and maintain social distancing.
- Students must maintain 6 feet distancing in halls.
- Board bus from back to front.

Student SEPTA Riders

- Student SEPTA riders must adhere to state guidance for riding public transportation.
- Students will be encouraged to maintain social distancing and wear a mask while using SEPTA.