



## **Phased School Reopening Health and Safety Plan**

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

# Table of Contents

<b><u>Health and Safety Plan: TECH Freire Charter School</u></b> .....	<b>3</b>
<u>Type of Reopening</u> .....	4
<u>Pandemic Coordinator/Team</u> .....	6
<u>Key Strategies, Policies, and Procedures</u> .....	7
<u>Cleaning, Sanitizing, Disinfecting, and Ventilation</u> .....	8
<u>Social Distancing and Other Safety Protocols</u> .....	12
<u>Monitoring Student and Staff Health</u> .....	23
<u>Other Considerations for Students and Staff</u> .....	29
<u>Health and Safety Plan Professional Development</u> .....	34
<u>Health and Safety Plan Communications</u> .....	36
<b><u>Health and Safety Plan Summary: TECH Freire Charter School</u></b> .....	<b>38</b>
<u>Facilities Cleaning, Sanitizing, Disinfecting and Ventilation</u> .....	38
<u>Social Distancing and Other Safety Protocols</u> .....	39
<u>Monitoring Student and Staff Health</u> .....	41
<u>Other Considerations for Students and Staff</u> .....	42
<b><u>Health and Safety Plan Governing Body Affirmation Statement</u></b> .....	<b>44</b>

*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: **TECH Freire Charter School**

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 keep transmission as low as possible to 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. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- 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 your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

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. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Since the beginning of the COVID-19 building closure, TECH Freire Charter School has convened stakeholders within the school community as well as across the Freire Schools Network to plan for the 2020-21 school year. We created a Safety Plan Working Group with administration from each Freire Schools campus and members of the Network Office finance and operations teams to outline the specific guidelines, action steps, and activities necessary to address concerns around reentry into the building. Planning for the fall is also influenced by our Fall 2020 Planning Surveys that we released in mid-June to gather feedback from staff and families. Our key takeaway from the surveys was that 73% of school families indicated that they would be comfortable returning to school in the Fall within a hybrid or full-online learning model. Additionally, both staff and families identified that increased sanitation, more hand sanitizer dispensers, and pre-entry temperature checks are some of the additional safety precautions that would help them feel most comfortable with returning to in-person learning.

Based on the guidance from the CDC, PA Health Department, and Philadelphia Department of Public Health as well as the feedback from our stakeholders, TECH Freire Charter School will begin the 2020-21 school year with a total remote learning model and will gradually transition to a blended learning model as conditions allow. We will re-evaluate the model every three to four weeks based on a range of local and national factors including but not limited to case counts, availability of testing, timeliness of test results, and the input of our key stakeholders including staff and students/families served.

This plan will highlight the specific measures we will take at such time as conditions permit us to open the building for in-person learning. Although we will be starting the year with fully remote learning, we have pre-planned for a hybrid model in which students attend two days of in-person instruction on alternating days (Group A will attend on Tuesday and Wednesday and Group B on Thursday and Friday). All students and staff would engage virtually on Mondays, enabling the Cleaning Crew to do a weekly deep clean. By splitting the student population into two groups Tuesday-Friday, the school building will be at 50% or less capacity to

ensure distancing guidelines can be followed. Additionally, parents/guardians and staff could individually opt into a total remote learning model at any time.

TECH Freire's Phased Reopening Health and Safety Plan will be immediately available to the school community and the public after Board approval and submission to the Pennsylvania Department of Education. TECH Freire's Plan will be posted on our website along with all other COVID-19 resources and announcements and will be distributed to the school community via email and phone alerts.

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 8/25/2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan.
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Charles Ware	Head of School; Pandemic Coordinator	Health and Safety Plan Development, Pandemic Crisis Response Team
Jamie Weiss	Director of Operations; Pandemic Coordinator	Health and Safety Plan Development, Pandemic Crisis Response Team
LaToya Brown	Support Staff	Health and Safety Plan Development, Pandemic Crisis Response Team
Ami Irvin	Operations Coordinator	Health and Safety Plan Development

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- 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?

### Summary of Responses to Key Questions:

TECH Freire Charter School has developed intensified cleaning and sanitization schedules and procedures according to CDC and OSHA guidelines. To prepare ourselves for reopening, our pandemic response and health and safety plan development teams have completed training and received certification on COVID-19 topics including OSHA and CDC guidelines for reopening and appropriate protocol to prevent and reduce the spread of the virus. Further, our custodial contractor has completed training and received certification on appropriate COVID-19 cleaning and sanitizing procedures and protocols. All certifications are attached to this plan. During the summer, the TECH Freire building was completely deep cleaned and sanitized at several intervals in anticipation for the 2020-21 school year. During the school year, the building will be deep cleaned weekly and undergo an intensive sanitizing monthly with commercial grade disinfectants. When operating in a hybrid model, frequent daily sanitizing will be implemented for high-touch and high-traffic areas and items (restrooms, cafeteria, doorknobs, handles, fixtures, tabletops etc.). If needed, we will increase cleaning personnel through our custodial contractor for additional support with these cleaning tasks during the week. TECH Freire has consulted with HVAC professionals to determine the most appropriate filtration and maintenance needs for the building's system. Intensified cleaning and sanitization will be facilitated by the blended reopening model, which will reduce the number of people in the building to four days per week and reserve one day with no occupancy, allowing custodial staff the time and space needed to ensure the building is deep cleaned.

The Freire Schools Network Office Finance Department collaborated with administration at TECH Freire to ensure all necessary PPE, cleaning materials, and other health and safety equipment were ordered in advance of the school year. Throughout the year, campus administration and the Finance Department will monitor inventory regularly to ensure any needed items are ordered immediately. Before the building is reopened in support of a hybrid learning model, all staff will attend mandatory training sessions to



learn required cleaning procedures and protocols. These sessions will be developed with support from our custodial contractor and Day Porter. To reinforce practices from the trainings, cleaning and sanitization tasks will be monitored by the Director of Operations' Team to develop any necessary corrective actions.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>Monthly:</b></p> <ul style="list-style-type: none"> <li>Cleaning Crew performs intensive sanitization of all building surfaces with commercial grade disinfectant. This sanitization method involves an intensive misting of all building surfaces with commercial-grade disinfectant.</li> </ul> <p><b>Weekly:</b></p> <ul style="list-style-type: none"> <li>Cleaning Crew performs deep clean weekly (wiping down surfaces with commercial-grade disinfectant) on a day no students or staff are in the building.</li> </ul> <p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>Cleaning crew and cafeteria staff wipe down cafeterias with sanitizing solution before and after lunch.</li> <li>Cleaning crew disinfects restrooms and water fountains/ dispensers at least twice a day.</li> <li>Cleaning crew preforms nightly building clean: <ul style="list-style-type: none"> <li>trash and recycling removed;</li> <li>restrooms sanitized and deep cleaned; and</li> <li>all surfaces, floors, doorknobs, and handles cleaned with commercial grade disinfectant.</li> </ul> </li> </ul> <p><b>Hourly:</b></p> <ul style="list-style-type: none"> <li>Designated students will have access to sanitizing wipes and/or sanitizing solution and paper towels to wipe down classroom desks and chairs before and after classroom</li> </ul>	<p><b>Monthly:</b></p> <ul style="list-style-type: none"> <li>Cleaning Crew performs intensive sanitization of all building surfaces with commercial grade disinfectant. This sanitization method involves an intensive misting of all building surfaces with commercial-grade disinfectant.</li> </ul> <p><b>Weekly:</b></p> <ul style="list-style-type: none"> <li>Cleaning Crew performs deep clean weekly (wiping down surfaces with commercial-grade disinfectant) on a day no students or staff are in the building.</li> </ul> <p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>Cleaning crew and cafeteria staff wipe down cafeterias with sanitizing solution before and after lunch.</li> <li>Cleaning crew disinfects restrooms and water fountains/ dispensers at least twice a day.</li> <li>Cleaning crew preforms nightly building clean: <ul style="list-style-type: none"> <li>trash and recycling removed;</li> <li>restrooms sanitized and deep cleaned; and</li> <li>all surfaces, floors, doorknobs, and handles cleaned with commercial grade disinfectant.</li> </ul> </li> </ul> <p><b>Hourly:</b></p> <ul style="list-style-type: none"> <li>Designated students will have access to sanitizing wipes and/or sanitizing solution and paper towels to wipe down classroom desks and chairs before and after classroom</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Cleaning crew</li> <li>Cafeteria staff</li> <li>Commercial grade cleaning and disinfectant supplies (i.e. sanitizing solution, spray bottles, paper towels)</li> <li>PPE for individuals cleaning (gloves, face coverings/ masks)</li> </ul>	<p>Y</p>

	<p>transitions. These designated students must wear gloves while cleaning.</p> <ul style="list-style-type: none"> <li>Teachers will have access to sanitizing wipes and/or sanitizing solution and paper towels to wipe down high touch items and areas within the classroom before and after classroom transitions.</li> </ul>	<p>transitions. These designated students must wear gloves while cleaning.</p> <ul style="list-style-type: none"> <li>Teachers will have access to sanitizing wipes and/or sanitizing solution and paper towels to wipe down high touch items and areas within the classroom before and after classroom transitions.</li> </ul>			
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p><b>Annually/ as needed:</b></p> <ul style="list-style-type: none"> <li>On-site training for staff on appropriate cleaning and sanitization procedures.</li> <li>Install sanitization stations (wipes, paper towels, sanitizing spray) at entry of each classroom and cafeteria to allow for sanitizing of surfaces before and after use.</li> <li>Installation of bottle filling stations as alternative to drinking fountains wherever possible.</li> <li>HVAC contractor to modify HVAC sensor systems to emit fresh air into the building 24/7.</li> </ul> <p><b>Monthly:</b></p> <ul style="list-style-type: none"> <li>HVAC contractors will monitor air filters for cleaning/replacement and provide additional solutions for supplemental air cleaning and purification.</li> </ul> <p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>Classroom windows opened whenever possible.</li> <li>Director of Operations Team will monitor all cleaning tasks. Corrective actions will be implemented as needed.</li> <li>Director of Operations Team to monitor inventory of cleaning supplies and equipment.</li> </ul>	<p><b>Annually/ as needed:</b></p> <ul style="list-style-type: none"> <li>On-site training for staff on appropriate cleaning and sanitization procedures.</li> <li>Install sanitization stations (wipes, paper towels, sanitizing spray) at entry of each classroom and cafeteria to allow for sanitizing of surfaces before and after use.</li> <li>Installation of bottle filling stations as alternative to drinking fountains wherever possible.</li> <li>HVAC contractor to modify HVAC sensor systems to emit fresh air into the building 24/7.</li> </ul> <p><b>Monthly:</b></p> <ul style="list-style-type: none"> <li>HVAC contractors will monitor air filters for cleaning/replacement and provide additional solutions for supplemental air cleaning and purification.</li> </ul> <p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>Classroom windows opened whenever possible.</li> <li>Director of Operations Team will monitor all cleaning tasks. Corrective actions will be implemented as needed.</li> <li>Director of Operations Team to monitor inventory of cleaning supplies and equipment.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Cleaning crew from custodial contractor.</li> <li>HVAC Contractor</li> <li>Water filling stations</li> <li>Commercial grade cleaning and disinfectant supplies (i.e. sanitizing solution, spray bottles, paper towels)</li> <li>Wall mounted bins for classroom sanitizing supplies</li> <li>HVAC filters/ Supplies</li> </ul>	N

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- 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?

### Summary of Responses to Key Questions:

Within the blended reopening model, TECH Freire will operate at a maximum of 50% student capacity to ensure students and staff can meet physical distancing requirements. Specifically, students at each building will be assigned to one of two groups, Group A and Group B, each group will attend in person instruction two days per week and participate in virtual instruction the remaining days. Within each A and B group, students will be further divided into classroom cohorts ranging from 15 to 75 students dependent on factors such as grade enrollment and specialty classes (AP, advanced, electives). We are planning for students to eat lunch in our cafeterias, but also understand that emergent safety concerns may require cohorts to remain in classrooms during lunch.

To prepare for blended reopening, we will reorganize building spaces to ensure optimal physical distancing according to CDC guidelines. Specific practices include adjusting seating arrangements; increasing signage, markers and posters to promote physical distancing and hygiene practices; adopting one way traffic patterns where possible; staggering dismissal times; allowing outdoor instruction; and scheduling student and staff groupings to be as static as possible throughout the day. Restrictions will be implemented to limit visitor and volunteer entry in the building. Further, all field trips, school assemblies, and some after school activities will be canceled or converted into virtual experiences.

Staff will guide students on all health and safety protocols, following CDC guidelines, with a significant emphasis on handwashing and other hygiene/etiquette procedures (sneezing in elbow, washing hands for 20 seconds, disposing of tissues appropriately). Further, we will have staff stationed around the building to monitor and remind students of hallway/stairwell traffic patterns and appropriate distancing. Hand sanitizer will be readily available throughout the building. All students and staff members must wear an appropriate fitted cloth face covering or mask (either provided by the school or their own) when in the building, with lunch as the only exception to this rule. Staff will be provided with face shields to wear in lieu of an appropriate fitted cloth face covering or mask while teaching. If a teacher chooses to wear a face shield while teaching instead of an appropriately fitted cloth face covering or mask, they must change into the face shield in an empty classroom or at their desk behind their plexi-glass shield 6 feet away from other individuals. Additional protective equipment including face shields, gloves, gowns, and desk sneeze guards/plexi-glass surrounds will be provided, as appropriate, for settings that require close human contact, such as staff providing supports for students with disabilities and counseling services. All staff and will be trained on social distancing protocol and other relevant safety precautions during a comprehensive health and safety professional development session before in-person learning begins.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>Hybrid schedule with maximum of 50% student capacity to facilitate distancing. Students will be seated 6 feet apart. Students grouped in cohorts and assigned specific in-school days to avoid excessive contacts.</li> <li>All classroom tables replaced with stand-alone desks.</li> <li>Unused desks removed, turned upside down, or stacked to ensure classroom seating is 6-feet apart.</li> <li>Appropriate distancing of classroom desks measured, with spacing clearly marked on ground with tape or marker to help maintain spacing at all times.</li> <li>Teachers can hold classes outside with approval from administration to increase access to fresh air. Teachers and students must wear an appropriate fitted cloth face covering or mask when participating in class outdoors.</li> </ul>	<ul style="list-style-type: none"> <li>Hybrid schedule with maximum of 50% student capacity to facilitate distancing. Students will be seated 6 feet apart. Students grouped in cohorts and assigned specific in-school days to avoid excessive contacts.</li> <li>All classroom tables replaced with stand-alone desks.</li> <li>Unused desks removed, turned upside down, or stacked to ensure classroom seating is 6-feet apart.</li> <li>Appropriate distancing of classroom desks measured, with spacing clearly marked on ground with tape or marker to help maintain spacing at all times.</li> <li>Teachers can hold classes outside with approval from administration to increase access to fresh air. Teachers and students must wear an appropriate fitted cloth face covering or mask when participating in class outdoors.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Painters Tape</li> <li>Markers</li> <li>Standalone desks</li> </ul>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• Cafeteria tables broken down in half (if possible) spaced 6-feet apart and facing the same direction to the extent possible.</li> <li>• Cafeteria seating clearly marked 6-feet apart with tape or vinyl markers.</li> <li>• Demarcate directional traffic flow for cafeteria, entry, food distribution, and cafeteria exit with signage and tape.</li> <li>• Provide pre-wrapped grab-and-go breakfast and lunch options to minimize contamination of meals.</li> <li>• Lunch schedules reviewed to limit number of students in cafeteria for lunch service to no more than five classroom cohorts or 75 students.</li> <li>• Students will continue to be permitted to leave the building for lunch which will decrease number of students in cafeteria. Students will learn about safety precautions they should take outside the building including distancing appropriate face coverings, and hand washing when leaving and entering the building. All students leaving for lunch will be temperature screened before re-entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Cafeteria tables broken down in half (if possible) spaced 6-feet apart and facing the same direction to the extent possible.</li> <li>• Cafeteria seating clearly marked 6-feet apart with tape or vinyl markers.</li> <li>• Demarcate directional traffic flow for cafeteria, entry, food distribution, and cafeteria exit with signage and tape.</li> <li>• Provide pre-wrapped grab-and-go breakfast and lunch options to minimize contamination of meals.</li> <li>• Lunch schedules reviewed to limit number of students in cafeteria for lunch service to no more than five classroom cohorts or 75 students.</li> <li>• Students will continue to be permitted to leave the building for lunch which will decrease number of students in cafeteria. Students will learn about safety precautions they should take outside the building including distancing, appropriate face coverings, and hand washing when leaving and entering the building. All students leaving for lunch will be temperature screened before re-entering the building.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>• Hand sanitizer station</li> <li>• Painter's tape,</li> <li>• Vinyl markers</li> <li>• Signage on Social Distancing and traffic flow</li> </ul>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<ul style="list-style-type: none"> <li>• Wherever possible, manual faucets and soap dispensers will be replaced with motion-sense faucets and soap dispensers.</li> <li>• Signage posted throughout the building encouraging hand washing and proper hygiene/ cough etiquette.</li> <li>• Hand sanitizer readily available throughout the building especially in high-touch areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Wherever possible, manual faucets and soap dispensers will be replaced with motion-sense faucets and soap dispensers.</li> <li>• Signage posted throughout the building encouraging hand washing and proper hygiene/ cough etiquette.</li> <li>• Hand sanitizer readily available throughout the building especially in high-touch areas.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>• Signage for hand washing, hygiene, and etiquette</li> <li>• Hand sanitizer stations</li> <li>• Motion-sensor faucets and soap dispensers</li> </ul>	<p>N</p>
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<ul style="list-style-type: none"> <li>• Hygiene and etiquette signage placed in high traffic areas, including: <ul style="list-style-type: none"> <li>○ Building entrance</li> <li>○ Main lobby</li> <li>○ Near bathrooms</li> <li>○ Near water fountains</li> <li>○ In/around classrooms</li> <li>○ School webpages</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hygiene and etiquette signage placed in high traffic areas, including: <ul style="list-style-type: none"> <li>○ Building entrance</li> <li>○ Main lobby</li> <li>○ Near bathrooms</li> <li>○ Near water fountains</li> <li>○ In/around classrooms</li> <li>○ School webpages</li> </ul> </li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>• Signage for hand washing, hygiene, and etiquette</li> </ul>	<p>N</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<ul style="list-style-type: none"> <li>• All efforts will be made to schedule meetings with parents or other visitors using phone or video conferencing. When phone or video meetings are not possible, visitors permitted to enter will be limited to designated areas within the building.</li> <li>• Any individual entering the building must wear an appropriate fitted cloth face covering or mask and will be temperature screened.</li> </ul>	<ul style="list-style-type: none"> <li>• All efforts will be made to schedule meetings with parents or other visitors using phone or video conferencing. When phone or video meetings are not possible, visitors permitted to enter will be limited to designated areas within the building.</li> <li>• Any individual entering the building must wear an appropriate fitted cloth face covering or mask and will be temperature screened.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>• Thermal imaging thermometers</li> </ul>	<p>N</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<ul style="list-style-type: none"> <li>Physical Education will take place only if/when students can be placed 6 feet apart.</li> <li>Where possible, we will use equipment that is individual to the student such as yoga mats. Otherwise, we will use equipment that facilitates distancing, such as mini trampolines, which will be sanitized between use.</li> <li>Staff and students will share responsibility for sanitizing physical education equipment before and after use with sanitizing wipes and/ or sanitizing solution and paper towels.</li> <li>Locker rooms/ changing rooms will be prohibited. Students will need to come to school dressed for physical education.</li> <li>All sports cancelled until further notice.</li> </ul>	<ul style="list-style-type: none"> <li>Physical Education will take place only if/when students can be placed 6 feet apart.</li> <li>Where possible, we will use equipment that is individual to the student such as yoga mats. Otherwise, we will use equipment that facilitates distancing, such as mini trampolines, which will be sanitized between use.</li> <li>Staff and students will share responsibility for sanitizing physical education equipment before and after use with sanitizing wipes and/ or sanitizing solution and paper towels.</li> <li>Locker rooms/ changing rooms will be prohibited. Students will need to come to school dressed for physical education.</li> <li>All sports cancelled until further notice.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Yoga mats</li> <li>Trampolines</li> <li>Sanitizing solution, wipes, paper towels.</li> <li>PPE for individuals cleaning (gloves, face coverings/masks)</li> </ul>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>Additional/extra supplies will be available to discourage 'sharing' of items (pens, pencils, notebooks etc.). If extra supplies cannot be secured, supplies will be sanitized between use.</li> <li>Director of Operations will have UV Sanitizers available for teachers/students to sanitize shared materials at any time.</li> <li>All hall passes and bathroom passes will be converted to single use paper passes.</li> <li>All students have their own Chromebook which will decrease device sharing. Students will have access to wipes/cleaner/paper towels to wipe down loaner Chromebooks before and after use.</li> </ul>	<ul style="list-style-type: none"> <li>Additional/extra supplies will be available to discourage 'sharing' of items (pens, pencils, notebooks etc.). If extra supplies cannot be secured, supplies will be sanitized between use.</li> <li>Director of Operations will have UV Sanitizers available for teachers/students to sanitize shared materials at any time.</li> <li>All hall passes and bathroom passes will be converted to single use paper passes.</li> <li>All students have their own Chromebook which will decrease device sharing. Students will have access to wipes/cleaner/paper towels to wipe down loaner Chromebooks before and after use.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Additional school supplies (pencil cases, pens, pencils, paper, notebooks etc.)</li> <li>UV sanitizer lights</li> <li>Paper passes (hall, nurse)</li> </ul>	<p>N</p>

<p><b>Staggering the use of communal spaces and hallways</b></p>	<p><b>Arrival:</b></p> <ul style="list-style-type: none"> <li>• When students arrive on their designated in-person school day, they will be temperature screened by a thermal imaging thermometer stationed at the entrance of the building. Once they are in the building, they will be directed to their first classroom.</li> <li>• Student locker use will not be permitted. Students will be instructed to keep all personal items to themselves throughout the day.</li> <li>• Continue using Swipe system to automate documentation of late arrival students.</li> </ul> <p><b>Transitions during the day:</b></p> <ul style="list-style-type: none"> <li>• Bell schedule and lunch schedules adjusted to minimize hallway/ stairwell traffic.</li> <li>• To minimize students from different cohorts interacting in hallways, grade levels and/or cohorts will be isolated to one floor or wing of the building and/or students will travel in cohorts and/or teachers will move between classrooms.</li> </ul> <p><b>Dismissal:</b></p> <ul style="list-style-type: none"> <li>• Dismissal times will be staggered to reduce traffic and prevent bottle necks at exits. Students will be dismissed by floor/wing of the building or by mode of transportation with 5-minute</li> </ul>	<p><b>Arrival:</b></p> <ul style="list-style-type: none"> <li>• When students arrive on their designated in-person school day, they will be temperature screened by a thermal imaging thermometer stationed at the entrance of the building. Once they are in the building, they will be directed to their first classroom.</li> <li>• Student locker use will not be permitted. Students will be instructed to keep all personal items to themselves throughout the day.</li> <li>• Continue using Swipe system to automate documentation of late arrival students.</li> </ul> <p><b>Transitions during the day:</b></p> <ul style="list-style-type: none"> <li>• Bell schedule and lunch schedules adjusted to minimize hallway/ stairwell traffic.</li> <li>• To minimize students from different cohorts interacting in hallways, grade levels and/or cohorts will be isolated to one floor or wing of the building and/or students travel in cohorts and/or teachers will move between classrooms.</li> </ul> <p><b>Dismissal:</b></p> <ul style="list-style-type: none"> <li>• Dismissal times will be staggered to reduce traffic and prevent bottle necks at exits. Students will be dismissed by floor/wing of the building or by mode of transportation with 5-minute breaks between each group.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>• Support staff to direct traffic during transitions</li> <li>• Painters tape</li> <li>• Social distancing signage</li> <li>• Arrows/ other traffic flow signage</li> <li>• Signage for entryways and exits</li> </ul>	<p>N</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	<p>breaks between each group.</p> <p><b>Other building procedures:</b></p> <ul style="list-style-type: none"> <li>• Encourage traffic flow/ “stay to the right” procedures for students and staff.</li> <li>• Arrows, tape, and additional signage used to assist one-way traffic flow within building especially in high-traffic areas, such as hallways and stairwells.</li> <li>• All entryways and exits will be clearly labeled.</li> <li>• Staff stationed around building during transition times to monitor traffic flow and physical distancing.</li> </ul>	<p><b>Other building procedures:</b></p> <ul style="list-style-type: none"> <li>• Encourage traffic flow/ “stay to the right” procedures for students and staff.</li> <li>• Arrows, tape, and additional signage used to assist one-way traffic flow within building especially in high-traffic areas, such as hallways and stairwells.</li> <li>• All entryways and exits will be clearly labeled.</li> <li>• Staff stationed around building during transition times to monitor traffic flow and physical distancing.</li> </ul>			
<p><b>Adjusting transportation schedules and practices to create social distance between students</b></p>	<ul style="list-style-type: none"> <li>• TECH Freire does not control or operate its own transportation and most students and staff arrive to school via public transportation. Transportation is provided by the School District and accomplished through providing SEPTA Transpasses to students. The City of Philadelphia has coordinated staggered start times for all schools in the area to reduce bottle necking of students in public transportation.</li> </ul>	<ul style="list-style-type: none"> <li>• TECH Freire does not control or operate its own transportation and most students and staff arrive to school via public transportation. Transportation is provided by the School District and accomplished through providing SEPTA Transpasses to students. The City of Philadelphia has coordinated staggered start times for all schools in the area to reduce bottle necking of students in public transportation.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>• Support staff to direct traffic flow</li> </ul>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>Building will operate at 50% capacity at the maximum.</li> <li>Total enrollment will be halved into Group A and Group B. Each group will further be split into cohorts of 15-75 students.</li> <li>Wherever possible grade levels and/or cohorts will be isolated to one floor or one wing of the building.</li> <li>Classrooms will maintain physical distancing and desks will be placed 6 feet apart.</li> </ul>	<ul style="list-style-type: none"> <li>Building will operate at 50% capacity at the maximum.</li> <li>Total enrollment will be halved into Group A and Group B. Each group will further be split into cohorts of 15-75 students.</li> <li>Wherever possible grade levels and/or cohorts will be isolated to one floor or one wing of the building.</li> </ul> <p>Classrooms will maintain physical distancing and desks will be placed 6 feet apart.</p>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	N/A	N
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	n/a	n/a	n/a	n/a	n/a

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other social distancing and safety practices</b>	<ul style="list-style-type: none"> <li>All field trips, celebrations, and assemblies will be cancelled or held virtually.</li> <li>Most or all after school activities will be converted to virtual options. Start times for these activities will be pushed back to allow students to participate after returning home. Activities that can be conducted with at least 6 feet of social distancing may be conducted in person with permission of the student's family and as allowable under city and state guidelines in place at the time.</li> <li>Staff members who are immune-compromised or have other documented hardships will be offered a 100% virtual work option.</li> <li>Families can opt to enroll their student in a 100% virtual program at any point during the school year. Students will not be penalized for participating in virtual learning.</li> <li>Parent events like Back to School Night and Parent Teacher Conferences will be conducted virtually wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>All field trips, assemblies, and most in-person after school activities will be cancelled.</li> <li>Some after school activities will be converted to virtual options. Start times for these activities will be pushed back to allow students to get home. TECH Freire will only hold activities in person as allowable under city and state guidelines in place at the time.</li> <li>Staff members who are immune-compromised or have other documented hardships will be offered a 100% virtual work option.</li> <li>Families can opt to enroll their student in a 100% virtual program at any point during the school year. Students will not be penalized for participating in virtual learning.</li> <li>Parent events like Back to School Night and Parent Teacher Conferences will be conducted virtually wherever possible.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<p>n/a</p>	<p>N</p>

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- 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)?
- 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?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- 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 uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- 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?
- 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?

### Summary of Responses to Key Questions:

Prior to entering the building, staff and students will be encouraged to self-monitor with a checklist developed by school leadership and nursing staff. We will be sending daily reminders to complete this check every morning to families and staff via a school messaging system. We will encourage any member of the school community who exhibits any symptoms of COVID-19 to communicate with school administration, stay at home, and participate in our online learning program to ensure those in the building can remain safe. Before entering the building, all students and staff will be temperature screened at the building entrance with a thermal imaging camera-thermometer monitored by support staff. Those entering the building with temperatures above 100.4F will be immediately isolated from the student body to begin arrangements for the student or staff member to return home. Though visitor entry will be restricted, any visitors with appointments will be required to review the self-health check prior to entering the building and will be subject to a temperature check when entering the building.

If a student arrives to school physically showing symptoms, discloses symptoms at any point while at school, or discloses that they had contact with a COVID-19 positive individual, they will be isolated within the building for further screening by the school nurse or an administrator. If the screening results in a decision to send the child home, the nurse or administrator will call the student's family member and arrange for dismissal (parent pick up or consent to go home independently). All symptomatic staff will be sent home immediately. We have identified dedicated rooms for isolation of symptomatic individuals within the building that will be monitored by school support staff.

Symptomatic and COVID-19 positive students and staff will be allowed to return to the school building through meeting one of the three following criteria: 1) Providing official documentation of a negative COVID-19 test and meeting the normal criteria for returning after an illness; 2) Providing official documentation from a clinician of an alternative diagnosis and permission to return; or 3) Self-quarantining for 14 days and at the end of which being fever-free for three consecutive days without the use of fever-reducing medication and showing improvement in other symptoms. During any period of quarantine, students will be provided with virtual work options when they feel well enough to participate. All students have personal Chromebooks to complete virtual instruction and receive services from student supports. We will ensure that all symptomatic and COVID-19 positive students are virtually connected with our emotional supports team to determine if any family therapy or other services are necessary. Staff unable to work due to COVID-19 will be able to take approved leaves where applicable.

If a staff member or student has tested positive for COVID-19, TECH Freire will notify the Philadelphia Department of Public Health to conduct any necessary contact tracing, then notify appropriate school community members according to Philadelphia Department of Public Health/confidentiality guidelines. The Director of Operations has completed contact tracing training and will be able to support the school in carrying out Health Department directives. Students and families will be notified of any changes or adjustments to their learning model by the Head of School and Director of Operations via School Messenger, phone call, text and email.

All staff members will be trained on protocols for monitoring student and staff health before the school year begins. Support staff that will be temperature screening will be trained on appropriate protocol and procedure. The school nurse and other school administration will be the main stakeholders in developing these trainings.



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<ul style="list-style-type: none"> <li>Self-health checks will be strongly encouraged for staff and students before they arrive to the building. Questions on the self-health check will include COVID-19 symptoms, exposure to others with COVID-19 symptoms, and air travel.</li> <li>Self-health check reminders sent via School Messenger to students and staff daily at 5:30 AM.</li> <li>Non-contact thermal imaging camera-thermometer stations installed at the main entrance of the school building. Support staff will monitor thermal camera footage.</li> <li>All students entering the building must have their temperature taken daily. Anyone with a temperature above 100.4 and/ or is symptomatic will be isolated while their parent/guardian is contacted, and they wait to be dismissed home.</li> <li>Support staff assisting with isolating symptomatic students and staff will wear all required PPE (face mask, face shield, gloves).</li> <li>Staff temperatures will be taken daily, and staff will self-monitor their history of exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Self-health checks will be strongly encouraged for staff and students before they arrive to the building. Questions on the self-health check will include COVID-19 symptoms, exposure to others with COVID-19 symptoms, and air travel.</li> <li>Self-health check reminders sent via School Messenger to students and staff daily at 5:30 AM.</li> <li>Non-contact thermal imaging camera-thermometer stations installed at the main entrance of the school building. Support staff will monitor thermal camera footage.</li> <li>All students entering the building must have their temperature taken daily. Anyone with a temperature above 100.4 and/ or is symptomatic will be isolated while their parent/guardian is contacted, and they wait to be dismissed home</li> <li>Support staff assisting with isolating symptomatic students and staff will wear all required PPE (face mask, face shield, gloves).</li> <li>Staff temperatures will be taken daily, and staff will self-monitor their history of</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Thermal imaging camera-thermometers</li> <li>PPE for lobby support staff handling sick students/staff (masks, face shields, gloves)</li> <li>Self-health checklist</li> </ul>	<p>Y</p>

		exposure.			
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<ul style="list-style-type: none"> <li>If a student displays or discloses potential COVID symptom(s) while in the building, they will be sent to the nurse's office for screening. Staff will use a checklist based on guidance from the Philadelphia Department of Public Health to determine if the student should be sent home.</li> <li>Dedicated isolation rooms have been identified in the building. These rooms will serve as holding rooms to isolate symptomatic students from the student population until their parent is notified and/or they are able to be picked up by a parent.</li> <li>Symptomatic staff members will be immediately sent home.</li> </ul>	<ul style="list-style-type: none"> <li>If a student displays or discloses potential COVID symptom(s) while in the building, they will be sent to the nurse's office for screening. Staff will use a checklist based on guidance from the Philadelphia Department of Public Health to determine if the student should be sent home.</li> <li>Dedicated isolation rooms have been identified in the building. These rooms will serve as holding rooms to isolate symptomatic students from the student population until their parent is notified and/or they are able to be picked up by a parent.</li> <li>Symptomatic staff members will be immediately sent home.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>School nursing supplies</li> <li>Isolation rooms</li> <li>Cleaning materials for isolation rooms (sanitizing solution, wipes, paper towels)</li> <li>Support staff to monitor isolated students and contact parents</li> </ul>	N
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<ul style="list-style-type: none"> <li>Students and staff will be able to return to school according to the following criteria: <ul style="list-style-type: none"> <li>Official documentation of COVID-19 testing is negative, and the individual meets normal criteria for return after an illness OR</li> <li>Official documentation that a clinician has evaluated the child and documented an alternative diagnosis and confirmed that the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Students and staff will be able to return to school according to the following criteria: <ul style="list-style-type: none"> <li>Official documentation of COVID-19 testing is negative, and the individual meets normal criteria for return after an illness OR</li> <li>Official documentation that a clinician has evaluated the child and documented an alternative diagnosis and confirmed that the</li> </ul> </li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	n/a	N

	<ul style="list-style-type: none"> <li>○ student may return to school OR</li> <li>○ COVID-19 testing was not done or was positive and all of the following are true: it has been at least 14 days since the onset of symptoms, individual has been fever-free off anti-fever medications for 3 days, and the individual's symptoms are improving.</li> <li>● If a student is not feeling well but screening protocol does not indicate it is likely to be COVID-19, we will still contact the parent/guardian before sending the student back to class.</li> </ul>	<ul style="list-style-type: none"> <li>○ student may return to school OR</li> <li>○ COVID-19 testing was not done or was positive and all of the following are true: it has been at least 14 days since the onset of symptoms, individual has been fever-free off anti-fever medications for 3 days, and the individual's symptoms are improving.</li> <li>● If a student is not feeling well but screening protocol does not indicate it is likely to be COVID-19, we will still contact the parent/guardian before sending the student back to class.</li> </ul>			
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>● Students and families will be notified of any changes or adjustments by the Head of School via School Messenger, phone call, or text.</li> <li>● School Administration will notify the Philadelphia Department of Health immediately upon learning of a confirmed positive COVID case for any student or staff member. School will follow Dept. of Public Health guidance in terms of communication to students and staff.</li> <li>● All communication around COVID-19 will remain</li> </ul>	<ul style="list-style-type: none"> <li>● Students and families will be notified of any changes or adjustments by the Head of School via School Messenger, phone call, or text.</li> <li>● School Administration will notify the Philadelphia Department of Health immediately upon learning of a confirmed positive COVID case for any student or staff member. School will follow Dept. of Public Health guidance in terms of communication to students and staff.</li> <li>● All communication around COVID-19 will remain</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	N/A	N

	confidential where applicable.	confidential where applicable.			
<b>Other monitoring and screening practices</b>	<ul style="list-style-type: none"> <li>Emotional Supports Team to connect with any student who is isolated or quarantined to address any family therapy or other needs.</li> </ul>	<ul style="list-style-type: none"> <li>Emotional Supports Team to connect with any student who is isolated or quarantined to address any family therapy or other needs.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>		

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA 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?

### Summary of Responses to Key Questions:

An appropriate fitted cloth face covering or mask will be required of staff and students at all phases of reopening throughout every school day, except during lunch periods. During lunch periods students and staff may remove their appropriate fitted cloth face covering or mask to eat if physically distanced from others. To support this requirement, staff and students are encouraged to bring their own appropriate fitted cloth face covering or mask, however, TECH Freire has secured ample fitted cloth face coverings should a staff member or student require one.

Prior to transitioning to a hybrid model, we will send a survey to offer the choice of 100% remote learning or, if they are choosing to participate in the hybrid option, to indicate any special health risk factors. Our school nurses and support staff will review student health files and communicate with parents to identify students who are at higher risk for illness. Individual plans will then be created for all students and staff identified at higher risk for illness to outline their options to work/ learn from home.

Whenever possible, we will utilize our on-staff building substitutes instead of contracted substitute services in the event a staff member becomes sick. We can deliver non-instructional/social emotional supports to students either in-person or online. Immuno-compromised staff and teachers or those with documented hardships will be strategically deployed to assist with online programming.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<ul style="list-style-type: none"> <li>Nursing staff and administrative support staff will review student files to screen for individuals who may be considered 'high risk'.</li> <li>School will send a survey to parents where they can choose 100% virtual learning and/or indicate high risk factors and other pertinent information about their student's health</li> </ul>	<ul style="list-style-type: none"> <li>Nursing staff and administrative support staff will review student files to screen for individuals who may be considered 'high risk'.</li> <li>School will send a survey to parents where they can choose 100% virtual learning and/or indicate high risk factors and other pertinent information about their student's health</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<p>N/A</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<ul style="list-style-type: none"> <li>An appropriate fitted cloth face covering, or mask is mandatory for all staff in the building.</li> <li>Staff may remove cloth face coverings/masks while eating. Stickers will be used in teacher workspaces to ensure appropriate distancing.</li> <li>Staff may wear face shields in lieu of cloth face coverings/masks while teaching. Face shields will be provided to teachers. If a teacher chooses to wear a face shield while teaching instead of an appropriately fitted cloth face covering or mask, they must change into the face shield in an empty classroom or at their desk behind their plexi-glass shield 6 feet away from other individuals.</li> <li>Cloth face coverings or disposable masks will be available to staff members who do not have an appropriate fitted cloth face covering or mask when they arrive to the building.</li> </ul>	<ul style="list-style-type: none"> <li>An appropriate fitted cloth face covering, or mask is mandatory for all staff in the building.</li> <li>Staff may remove cloth face coverings/masks while eating. Stickers will be used in teacher workspaces to ensure appropriate distancing.</li> <li>Staff may wear face shields in lieu of cloth face coverings/masks while teaching. Face shields will be provided to teachers. If a teacher chooses to wear a face shield while teaching instead of an appropriately fitted cloth face covering or mask, they must change into the face shield in an empty classroom or at their desk behind their plexi-glass shield 6 feet away from other individuals.</li> <li>Cloth face coverings or disposable masks will be available to staff members who do not have an appropriate fitted cloth face covering or mask when they arrive to the building.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Fitted cloth face coverings/masks</li> <li>Face shields</li> </ul>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>An appropriate fitted cloth face covering or mask is mandatory for all students within the school building. Students may remove face coverings/masks while eating breakfast or lunch at designated times.</li> <li>Fitted cloth face coverings or disposable masks will be available to students who do not have an appropriate fitted cloth face covering or mask when they arrive to the building.</li> </ul>	<ul style="list-style-type: none"> <li>An appropriate fitted cloth face covering or mask is mandatory for all students within the school building. Students may remove face coverings/masks while eating breakfast or lunch at designated times.</li> <li>Fitted cloth face coverings or disposable masks will be available to students who do not have an appropriate fitted cloth face covering or mask when they arrive to the building.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<ul style="list-style-type: none"> <li>Fitted cloth face coverings/masks</li> </ul>	<p>N</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>Any student who has a medical reason that they cannot wear an appropriate fitted cloth face covering or mask will be monitored by the nurse or Head of School on a case by case basis.</li> <li>Nursing staff will review student files to screen for individuals who may be considered 'high risk'.</li> <li>School will send our survey to parents where they can choose 100% virtual learning and/or indicate high risk factors and other pertinent information about their student's health.</li> </ul>	<ul style="list-style-type: none"> <li>Any student who has a medical reason that they cannot wear an appropriate fitted cloth face covering or mask will be monitored by the nurse or Head of School on a case by case basis.</li> <li>Nursing staff will review student files to screen for individuals who may be considered 'high risk'.</li> <li>School will send our survey to parents where they can opt out of in-person learning and share concerns about their student's safety and health prior to the school year.</li> </ul>	<p>Charles Ware, Head of School</p> <p>Jamie Weiss, Director of Operations</p>	<p>N/A</p>	<p>N</p>



Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Strategic deployment of staff</b>	N/A	N/A	N/A	N/A	N/A

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Johns Hopkins COVID-19 Contact Tracing</b>	Jamie Weiss, Director of Operations	Jamie Weiss, Director of Operations	Webinar Presentation	PPT, Medical Professional Presenter	6/24/2020	6/24/2020
<b>COVID-19: Masks and Personal Protective Equipment: an Employer's Responsibility and Liability</b>	Ami Irvin, Operations Coordinator	Ami Irvin, Operations Coordinator	Webinar Presentation	PPT, Expert Presenter	7/10/2020	7/10/2020
<b>COVID-19, Testing, and Temperatures: How to Make Things Safer as Employees Return to Work</b>	Ami Irvin, Operations Coordinator	Ami Irvin, Operations Coordinator	Webinar Presentation	PPT, Expert Presenter	7/9/2020	7/9/2020
<b>COVID-19 Training for Employees: A Certificate for Healthy Workplaces</b>	Ami Irvin, Operations Coordinator	Ami Irvin, Operations Coordinator	Webinar Presentation	PPT, Expert Presenter	7/10/2020	7/10/2020
<b>COVID-19 and OSHA Requirements</b>	Ami Irvin, Operations Coordinator	Ami Irvin, Operations Coordinator	Webinar Presentation	PPT, Expert Presenter	7/7/2020	7/7/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Daily Classroom and Materials Cleaning</b>	All Staff	Charles Ware, Head of School Jamie Weiss, Director of Operations	Presentation, Q&A	PPT, handouts, cleaning material	8/20/2020	8/22/2020
<b>COVID-19 Basics Overview</b>	All Staff	Charles Ware, Head of School Jamie Weiss, Director of Operations	Presentation, Q&A	PPT, handouts, cleaning material	8/20/2020	8/22/2020

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Release of Virtual Learning Schedule and Health and Safety Plan</b>	All Staff, All students, All Parents/ guardians	Charles Ware, Head of School Jamie Weiss, Director of Operations	e-mail, mail	8/4/2020	8/4/2020
<b>COVID-19 Procedures and Protocols</b>	All Staff, All students, All Parents/ guardians	Charles Ware, Head of School Jamie Weiss, Director of Operations	Mail	TBD upon transition to hybrid model	6/10/2020
<b>COVID-19 Self-Health Checklist and Safety Reminders</b>	All students, All parents/ guardians	Charles Ware, Head of School Jamie Weiss, Director of Operations	School Messenger – text, e-mail, call	TBD upon transition to hybrid model	6/10/2020
<b>Self-Health Checklist Reminder</b>	All students, All parents/ guardians	Charles Ware, Head of School Jamie Weiss, Director of Operations	School Messenger	TBD upon transition to hybrid model	6/10/2020

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>COVID-19 Updates and Reminders</b>	All Staff, All students, All Parents/ guardians	Charles Ware, Head of School Jamie Weiss, Director of Operations	School Messenger – text, e-mail, call, mail	As needed	As needed

## Health and Safety Plan Summary: **TECH Freire Charter School**

**Anticipated Launch Date: (8/17/2020)**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	TECH Freire Charter School has developed intensified cleaning and sanitization schedules and procedures according to CDC and OSHA guidelines. To prepare ourselves for reopening, our pandemic response and health and safety plan development teams have completed training and received certification on COVID-19 topics including OSHA and CDC guidelines for reopening and appropriate protocol to prevent and reduce the spread of the virus. Further, our custodial contractor has completed training and received certification on appropriate COVID-19 cleaning and sanitizing procedure and protocol. All certifications are attached to this plan. During the summer, the TECH Freire building was completely deep cleaned and sanitized at several intervals in anticipation for the 2020-21 school year. During the school year, the building will be deep cleaned weekly and undergo an intensive sanitizing monthly with commercial grade disinfectants. When operating in a hybrid model, frequent daily sanitizing will be implemented for high-touch and high-traffic areas and items (restrooms, cafeteria, doorknobs, handles, fixtures, tabletops etc.). If needed, we will increase cleaning personnel through our custodial contractor for additional support with these cleaning tasks during the week. TECH Freire has consulted with HVAC professionals to determine the most appropriate filtration and maintenance needs for the building's system. Intensified cleaning and sanitization will be facilitated by the blended

Requirement(s)	Strategies, Policies and Procedures
	<p>reopening model, which will reduce the number of people in the building to four days per week and reserve one day with no occupancy, allowing custodial staff the time and space needed to ensure the building is deep cleaned.</p> <p>The Freire Schools Network Office Finance Department collaborated with administration at TECH Freire to ensure all necessary PPE, cleaning materials, and other health and safety equipment were ordered in advance of the school year. Throughout the year, campus administration and the Finance Department will monitor inventory regularly to ensure any needed items are ordered immediately. Before the building is reopened in support of a hybrid learning model, all staff will attend mandatory training sessions to learn required cleaning procedures and protocols. These sessions will be developed with support from our custodial contractor and Day Porter. To reinforce practices from the trainings, cleaning and sanitization tasks will be monitored by the Director of Operations' Team to develop any necessary corrective actions.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> </ul>	<p>Within the blended reopening model, TECH Freire will operate at a maximum of 50% student capacity to ensure students and staff can meet physical distancing requirements. Specifically, students will be assigned to one of two groups, Group A or Group B. Each group will attend in person instruction two days per week and participate in virtual instruction the remaining days. Within each A and B group, students will be further divided into classroom cohorts ranging from 15 to 75 students dependent on factors such as grade enrollment and specialty classes (AP, advanced, electives). We are planning for students to eat lunch in our cafeterias, but also understand that</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>emergent safety concerns may require cohorts to remain in classrooms during lunch.</p> <p>To prepare for blended reopening, we will reorganize building spaces to ensure optimal physical distancing according to CDC guidelines. Specific practices include adjusting seating arrangements; increasing signage, markers and posters to promote physical distancing and hygiene practices; adopting one way traffic patterns where possible; staggering dismissal times; allowing outdoor instruction; and scheduling student and staff groupings to be as static as possible throughout the day. Restrictions will be implemented to limit visitor and volunteer entry in the building. Further, all field trips, school assemblies, and some after school activities will be canceled or converted into virtual experiences.</p> <p>Staff will guide students on all health and safety protocols, following CDC guidelines, with a significant emphasis on handwashing and other hygiene/etiquette procedures (sneezing in elbow, washing hands for 20 seconds, disposing of tissues appropriately). Further, we will have staff stationed around the building to monitor and remind students of hallway/stairwell traffic patterns and appropriate distancing. Hand sanitizers will be readily available throughout the building. All students and staff members must wear an appropriate fitted cloth face covering or mask (either provided by the school or their own) when in the building, with lunch as the only exception to this rule. Staff will be provided with face shields to wear in lieu of an appropriate fitted cloth face covering or mask while teaching. If a teacher chooses to wear a face shield while teaching instead of an appropriately fitted cloth face covering or mask, they must change into the face shield in an empty classroom or at their desk behind their plexi-glass shield 6 feet away from other individuals. Additional protective equipment including face shields, gloves, gowns, and desk sneeze guards/plexi-glass surrounds will be</p>



Requirement(s)	Strategies, Policies and Procedures
	<p>provided, as appropriate, for settings that require close human contact, such as staff providing supports for students with disabilities and counseling services. All staff and will be trained on social distancing protocol and other relevant safety precautions during a comprehensive health and safety professional development session before in-person learning begins.</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Prior to entering the building, staff and students will be encouraged to self-monitor with a checklist developed by school leadership and nursing staff. We will be sending daily reminders to complete this check every morning to families and staff via a school messaging system. We will encourage any member of the school community who exhibits any symptoms of COVID-19 to communicate with school administration, stay at home, and participate in our online learning program to ensure those in the building can remain safe. Before entering the building, all students and staff will be temperature screened at the building entrance with a thermal imaging camera-thermometer monitored by campus support staff. Those entering the building with temperatures above 100.4F will be immediately isolated from the student body to begin arrangements for the student or staff member to return home. Though visitor entry will be restricted, any visitors with appointments will be required to review the self-health check prior to entering the building and will be subject to a temperature check when entering the building.</p> <p>If a student arrives to school physically showing symptoms, discloses symptoms at any point while at school, or discloses that they had contact with a COVID-19 positive individual, they will be isolated within the building for further screening by the school nurse or an administrator. If the screening results in a</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>decision to send the child home, the nurse or administrator will call the student's family member and arrange for dismissal (parent pick up or consent to go home independently). All symptomatic staff will be sent home immediately. We have identified dedicated rooms for isolation of symptomatic individuals within the building that will be monitored by school support staff.</p> <p>Symptomatic and COVID-19 positive students and staff will be allowed to return to the school building through meeting one of the three following criteria: 1) Providing official documentation of a negative COVID-19 test and meeting the normal criteria for returning after an illness; 2) Providing official documentation from a clinician of an alternative diagnosis and permission to return; or 3) Self-quarantining for 14 days and at the end of which being fever-free for three consecutive days without the use of fever-reducing medication and showing improvement in other symptoms. During any period of quarantine, students will be provided with virtual work options when they feel well enough to participate. All students have personal Chromebooks to complete virtual instruction and receive services from student supports. We will ensure that all symptomatic and COVID-19 positive students are virtually connected with our emotional supports team to determine if any family therapy or other services are necessary. Staff unable to work due to COVID-19 will be able to take approved leaves where applicable.</p> <p>If a staff member or student has tested positive for COVID-19, TECH Freire will notify the Philadelphia Department of Public Health to conduct any necessary contact tracing, then notify appropriate school community members according to Philadelphia Department of Public Health/confidentiality guidelines. The Director of Operations has completed contact tracing training and will be able to support the school in carrying out Health Department directives. Students and families will be notified of any changes or adjustments to their learning model by</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>the Head of School and Director of Operations via School Messenger, phone call, text and email.</p> <p>All staff members will be trained on protocols for monitoring student and staff health before the school year begins. Support staff that will be temperature screening will be trained on appropriate protocol and procedure. The school nurse and other school administration will be the main stakeholders in developing these trainings.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>An appropriate fitted cloth face covering or mask will be required of staff and students at all phases of reopening throughout every school day, except during lunch periods. During lunch periods students and staff may remove their appropriate fitted cloth face covering or mask to eat if physically distanced from others. To support this requirement, staff and students are encouraged to bring their own appropriate fitted cloth face covering or mask, however, TECH Freire has secured ample fitted cloth face coverings should a staff member or student require one.</p> <p>Prior to transitioning to a hybrid model, we will send a survey to offer the choice of 100% remote learning or, if they are choosing to participate in the hybrid option, to indicate any special health risk factors. Our school nurses and support staff will review student health files and communicate with parents to identify students who are at higher risk for illness. Individual plans will then be created for all students and staff identified at higher risk for illness to outline their options to work/ learn from home.</p> <p>Whenever possible, we will utilize our on-staff building substitutes instead of contracted substitute services in the event a staff member becomes sick. We can deliver non-</p>

Requirement(s)	Strategies, Policies and Procedures
	instructional/social emotional supports to students either in-person or online. Immuno-compromised staff and teachers or those with documented hardships will be strategically deployed to assist with online programming.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **TECH Freire Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 4, 2020**.

The plan was approved by a vote of:

  6   Yes

  0   No

Affirmed on: **August 4, 2020**

By:



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*(Signature\* of Board President)*

Scott Solomon

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*(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.