



# WEST CHESTER FRIENDS SCHOOL

## HEALTH AND SAFETY PLAN FOR THE RESUMPTION OF IN-PERSON INSTRUCTION

### 1. Identification of a "pandemic coordinator" and/or "pandemic team" with defined roles and responsibilities for health and safety preparedness and response planning.

Brian Fahey-Pandemic Co-Coordinator  
Karen Iacobucci-Pandemic Co-Coordinator  
and Director of Communications  
Susan McCardell-Response Planning  
Pam Sapko-Response Planning  
Barbara Rowe-Response Planning  
Toni Fritz-Response Planning, Liaison with  
County Health Department

### 2. Protecting children and staff

In keeping with district regulations, prior to starting school, new students, and those who will be in kindergarten and third grade, must have a current physical form on file with WCFS.

In addition, all students must have a Student Information and Emergency Contact form, and a Medical Information form on file with WCFS.

WCFS will devise plans to maintain social distancing and will perform regular cleaning and sanitation of all school buildings.

WCFS will work with students and employees who identify themselves as high risk individuals to develop appropriate accommodations on a case by case basis.

No visitors, parents or volunteers will be permitted in school buildings, with the exception of essential visitors, such as vendors or contractors. Vendors/contractors will be by appointment and will be required to comply with all school procedures, including health screenings.

### 3. Processes for monitoring students and staff for symptoms and history of exposure

All medical forms will be screened and all

faculty, staff and students will be surveyed to determine if they have a history of exposure or symptoms. Prior to starting school, all students must have a Student Information and Emergency Contact form, and a Medical Information form on file with WCFS.

Parents/guardians will screen their children for symptoms at home each morning before the school day. A student with symptoms should not be brought to school. All employees shall perform a symptom screen on themselves prior to reporting to work. Employees with symptoms should not report to work. Employees shall inform Brian Fahey and/or Karen Iacobucci that absence is due to COVID-19.

Faculty, staff and students will have their temperatures taken each morning before entering their classroom buildings. Anyone whose temperature is 100 degrees or higher will be sent home.

Children developing symptoms during the school day will be quarantined at school until a parent or guardian can pick them up.

### 4. Steps to take in relation to isolation or quarantine when a staff member, child or essential visitor becomes sick or demonstrates a history of exposure

A separate area will be used for quarantine in cases where a staff member, child or essential visitor becomes sick or demonstrates a history of exposure and cannot immediately leave the school premises.

When the ill staff member, child or essential visitor leaves the school premises, external windows will be opened, and the area will be closed. After an appropriate

waiting period to minimize exposure to respiratory droplets, the area will be cleaned and disinfected. Disinfectant spray will be used and surface cleaning will be conducted.

Staff will bag and dispose of personal use items that have been touched or sneezed/ coughed on by anyone displaying symptoms, such as desktop items.

### **5. Guidelines for when an isolated or quarantined staff member, child, or visitor may return to school**

Before returning to school, all isolated and/or quarantined individuals must present a note from a physician to a member of the Pandemic Team verifying that the individual is not displaying symptoms of illness and is fit to return to school. No individual will be permitted to return to school without such a note.

In addition, faculty/staff and students can return to school if:

\*Initial COVID-19 testing is negative and individual meets West Chester Friends School's existing criteria for return after an illness

OR

\*a clinician has evaluated the child and documented an alternative diagnosis

OR

\*for children who were not tested for COVID, all of the following are true:

-at least 10 days since the onset of symptoms  
AND

-until fever-free without the use of anti-fever medications for 3 days AND

-symptom free

NOTE: repeat COVID testing is not required to return to school.

### **If a faculty/ staff member or student has a confirmed diagnosis of COVID-19:**

\*WCFS will contact the Chester County Department of Public Health for further instructions.

\*All faculty and students in the same classroom or who have come into close contact with someone outside of their classroom (defined as greater than 10 minutes of interaction less than 6 feet away) will quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing and notify WCFS.

\*Individual should remain home until ALL of the following are true:

-at least 10 days since the onset of symptoms  
AND

-until fever free without the use of anti-fever medications for 3 days AND

-symptom free

NOTE: repeat COVID testing or a doctor's note is not required to return to school.

### **6. Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices**

The following best practices will be followed by faculty/staff, students and essential visitors per CDC guidelines.

•Proper handwashing will be taught and reviewed on a regular basis

•Stop handshaking. Use other non-contact methods of greeting.

•Clean hands at the schoolhouse door and at regular intervals, including before snack and lunch.

•Create habits and reminders to avoid touching faces and cover coughs and sneezes.

•Disinfect surfaces like doorknobs, tables, desks and handrails regularly.

•Wear gloves when cleaning, to minimize hand/skin contact with objects/surfaces. Bag and dispose gloves immediately after cleaning. Wash hands when gloves are removed.

•Increase ventilation by opening windows or adjusting air conditioning.

Members of the Pandemic Team will send regular, daily reminders via email and announcements for staff and students to wash hands.

Teachers will schedule regular periods of handwashing for all students during the day.

The Pandemic Team will affix posters throughout the buildings to remind faculty/ staff, students and visitors to adhere to CDC best practices regarding hygiene.

### **7. Guidelines on the use of face coverings (masks or face shields, as appropriate) by all staff**

All staff will be required to wear face coverings while in the school buildings or when outside with children.

Secretary of Health or the Chester County Health Department shall supersede any school decisions on face coverings.

### **8. Guidelines on the use of face coverings (masks) by students, as appropriate**

Students will wear facemasks while in the buildings and when outdoors. They may remove them when eating, drinking or napping and are appropriately distanced.

### **9. Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and to mitigate the spread of germs**

The Pandemic Team will post signs throughout the buildings to remind staff, students and essential visitors to adhere to CDC best practices regarding hygiene.

### **10. Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, hallways, etc.)**

- Teachers and staff will open windows frequently throughout the day, to the extent possible.
- Teachers will wipe down commonly touched surfaces in their classrooms at lunch time and at the end of the day.
- Water fountains are turned off. Touchless water fillers are available.
- Our custodial staff, Facility Coordinator and/or member of the Pandemic Team will sanitize bathrooms at lunch time, and at the end of the day.
- Our custodial staff, Facility Coordinator or member of the Pandemic Team will sanitize hallways, bathrooms and classrooms using an electrostatic cleaner at the end of the day. Products used for cleaning will be CDC and FDA approved. A list of products is available.

### **11. Protocols for classroom/learning space occupancy that allow for six feet of separation among students and staff throughout the day to the maximum extent feasible.**

The Chester County Health Department guidelines indicate that three feet is the minimum distance in classrooms that cannot sup-

port six feet. WCFS has chosen to use six feet as the required distance for students. Some classrooms will be using desks while others will be using tables, but students will be spaced six feet apart.

Analysis of all classrooms and possible classrooms was made using the Rosner Model to space students six feet apart. Classes were matched to the most appropriately sized teaching spaces.

### **12. Procedures for restricting the use of cafeterias and other congregate settings such as classrooms**

WCFS students will not congregate in any setting other than the classroom or in outdoor spaces. Students will bring their own snack, water bottle and lunch, as well as napkins and utensils.

### **13. Protocols for sporting activities consistent with the CDC Considerations for Youth Sports, for recess, and physical education classes**

Physical Education classes will be held outdoors whenever possible. Recess periods will be staggered to reduce density on the playground. If there is more than one class at recess at a time the classes will be appropriately distanced.

Any PE materials that will be used by more than one class will be cleaned by the teacher between classes.

Each class will have their own balls and other materials for recess. Those materials will be kept in the classroom and will not be used by students from other classes.

Play structures will be sanitized and cleaned on a regular basis. Sandboxes will be removed from the playground.

Games and activities that require close contact will be prohibited at recess and PE.

### **14. Schedules for training all faculty and staff on the implementation of the Health and Safety Plan before providing services to students**

All faculty and staff will receive training in Health and Safety Plans in early August via

Zoom.

**15. System for ensuring ongoing communication with families around the elements of the Health and Safety Plan including ways that families can practice safe hygiene in the home**

The Pandemic Co-Coordinator and Director of Communications will communicate to parents via a weekly *Update*, the school's newsletter.

**16. Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

Students and their classroom teachers will operate as a cohort and will not interact physically with any other classes to the extent possible. Interactions between groups of students will be online via Zoom or Google Hangouts. Students will be appropriately spaced in all teaching spaces.

**17. Methods of staggering the use of communal spaces and hallways and ensuring regular cleaning**

Stairwells will be designated one-way. There will be no communal gatherings, such as Meeting for Worship, Meeting for Singing or assemblies.

Regular cleaning of communal spaces will be carried out by current staff and by outside contractors. The Pandemic Team will develop a schedule and process for this cleaning and be responsible for ensuring that the cleaning and sanitizing is being properly done.

**18. Procedures to limit the sharing of materials among students**

Each student will have their own computer, and bring their own lunch, snacks and water bottle.

Students will have individual bins in which to keep school supplies, toys, manipulatives and other materials that they regularly use in the classroom.

**19. Processes for identifying and restricting non-essential visitors and volunteers**

The Secretary and anyone covering the front desk will greet visitors and volunteers at the

front door.

Meetings of all kinds will be held virtually, including Meeting for Singing and Gathering. Those events will be held online.

All school/community events, such as Fall Fair, will be canceled until further notice.

**20. Processes to communicate and coordinate with families regarding on site care, transportation protocol changes, and when possible, revised hours of operation or modified school-year calendars**

The Pandemic Co-Coordinator and Director of Communications will communicate to parents via a weekly *Update*, the school newsletter.

The School Secretary will communicate with the district transportation offices on a weekly basis to stay informed about any transportation issues that may affect students of WCFS.

*Revised 9.4.20.*