

Independence Mission Schools School Reopening Health and Safety Plan

Independence Mission Schools (IMS) has created a Health and Safety Plan to serve as our organization's guidelines for all programming to reopen safely. Our guidelines prepare us to open our doors for in-person instruction when safe for staff, students, and families. While we will open with a robust fully remote academic program, this plan details our approach when we do move to in-person instruction, which may happen during green or yellow phases. Until we reopen for in-person instruction, the guidelines outlined here will still be adhered to by all individuals entering our buildings, including staff, contractors, vendors, and students receiving in-person special education evaluations. Additional information on guidance for individuals in the building prior to reopening will be available on the IMS website. Our guidelines provide flexibility if the region moves to the Yellow phase during the 2020–2021 year. If the region returns to the Red Phase, IMS will remain in a fully remote mode and execute our continuity of education plans updated in the summer of 2020 to ensure high-quality remote learning for all students.

This plan has been developed through the efforts of multiple working groups. IMS's Executive Team, consisting of leaders across the organization's critical functions, has organized the process, informed decisions, and sought input from critical stakeholders. The Executive Team facilitated the formation of a Reopening Task Force, a group of leaders from across the IMS schools that have offered input and support as IMS contemplated reopening options. The Task Force has supported this process by offering perspectives on what will be most effective and safest for their respective communities, asking critical questions to ensure that plans are thorough and inclusive, and helping to gather the information needed for plan creation. IMS also established a Stakeholders Advisory Committee that consists of a broader cross-section of the IMS community, including teachers and families. This group has provided invaluable perspectives that IMS employees alone could not deliver. In addition to these committees, IMS has a regular School Leaders group that includes leaders of every IMS school. This group has also offered support and feedback on a regular basis as this plan was developed. To capture a fully representative understanding of the IMS community's needs and concerns, IMS has also surveyed all families and staff, seeking input on how to minimize risk, maximize the comfort level of parents and staff members, and provide quality instruction to students.

The strategies in this plan were derived from the work outlined above. The Pandemic Co-Coordinator and the Pandemic Team have the following charge: 1) review the final Health and Safety Plan; 2) revise the Health and Safety Plan as needed; 3) monitor the implementation of the plan; and 4) troubleshoot issues as they arise during implementation. In developing this plan, IMS reviewed guidelines from the School District of Philadelphia, the Pennsylvania Department of Education, the American Academy of Pediatrics, the Children's Hospital of Philadelphia, the National Academies of Sciences, Engineering, and Medicine, the WHO, the CDC, the Archdiocese of Philadelphia, the Archdiocese of Chicago, and a wide variety of public and nonpublic schools and districts across the country.

Health and Safety Plan

Type of Reopening

Pandemic Coordinator/Team

Key Strategies, Policies, and Procedures

Cleaning, Sanitizing, Disinfecting, and Ventilation

Social Distancing and Other Safety Protocols

Monitoring Student and Staff Health

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Health and Safety Plan

Type of Reopening

IMS is mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within our organization. The goal of this plan is to put guidance and strategies in place to support mitigation efforts. The Governor's office and PDE have 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. Large gatherings are prohibited. IMS will implement a continuous education plan developed in Summer 2020.
- The **Yellow** Phase and **Green** Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan.

For the **Yellow** and **Green** Phases, IMS will implement the recommendations and requirements put forth by the Pennsylvania Department of Education and the CDC. IMS has considered all options with stakeholder groups and has opted for the following approach:

Full in-person learning in schools where family preferences, physical space, and staffing allow for its safe execution; Blended (hybrid) learning for schools where staff and buildings are prepared for in-person instruction but student demand is too high to guarantee appropriate physical distancing. Total remote learning will remain available to all students.

Anticipated launch date for in-person learning: **Full In-Person and Blended (hybrid)** learning are scheduled to begin on Monday, October 26, 2020 at a subset of schools, phasing in across all schools over the course of the next month, as circumstances allow. IMS leadership and the Pandemic Team will continue to monitor public health guidance and trends to determine the safe and appropriate time to transition to this model.

IMS will offer families the option to continue with fully virtual instruction after the transition to a hybrid and full in-person reopening. When in-person learning commences, all PreK students will have the option to return for 4 days/week of in-person instruction and 1 day/week of virtual learning. For the schools where hybrid learning is the right next step, all students in grades K-8 that opt for in-person instruction will be assigned to Group A or Group B. Group A students will attend school in-person on Monday and Tuesday each week, while Group B students receive remote instruction on Monday and Tuesday. After the school day on Tuesday, the buildings will be fully disinfected. On Wednesday and Thursday, Group B students will attend school for in-person instruction, while Group A students receive remote instruction on Wednesday and Thursday.

For schools where resources and circumstances allow for it, full in-person students will attend classes in-person four days a week, Monday through Thursday. On Friday all students in all models of instruction will receive remote instruction. With the in-person models described here, all students will have a minimum of 6 feet of distance from other students and adults in classrooms, to the maximum extent possible. Students will remain with a "batch" of peers at all times, limiting the risk of exposure for each student and teacher and limiting the likelihood of virus spread within a school building. All adults and students will wear masks in compliance with state requirements and will remove masks only for "mask breaks" when seated at desks and appropriately spaced or when appropriately spaced during outdoor activities. Mask breaks occur only at the direction of a staff member at the top of each hour at staff member's discretion. During any mask break, students must be stationary to ensure spacing, and breaks will last for a duration of 5 minutes or less, a policy that exceeds standards set by [local](#) and [state](#) public health agencies. .

As described on page 1 of this document, the IMS Pandemic Team has relied on feedback and information from a Stakeholder Advisory Group and a Reopening Task Force composed of a wide variety of staff members, families, and other community members in selecting an opening type. In addition, IMS has conducted three surveys of IMS staff and IMS families and used that data to arrive at a fully remote opening to start the year, with a plan to transition to an in-person reopening that meets the need and desire to provide in-person education to those students who choose it while mitigating risk to all staff members, families, and the broader IMS community.

IMS will post this plan to the IMS website so that all stakeholders can access it in its entirety. In addition, a summary of the plan will be shared with all staff members, vendors, partners, and IMS families. The IMS Pandemic team will host two virtual “town hall” events – one with staff and one with families – to answer questions regarding the plan. Finally, school-based leaders will hold an additional virtual event to allow for families to contact them directly with questions and will be available – with precautions described below – to meet families in-person in special circumstances.

The Pandemic Team will continue to meet weekly after schools reopen to monitor implementation of this plan and will solicit feedback and updates from school-based leaders on a weekly basis. In the case of a positive test for Covid-19 for a student or staff member at one of the IMS schools, the Pandemic Team and school-based leadership will immediately contact local health officials and contact-tracing authorities. The IMS team will work with these authorities to determine whether isolation of the “batch” and any close contacts of the individual with the positive case is appropriate, whether a larger portion of the school community needs to be dismissed, or whether the entire school needs to be temporarily closed. Likewise, in the case of changes to the broader Covid-19 situation on the ground – including increased or decreased community transmission rates or a change in the phase (to green or back to yellow), the Pandemic Team will hold a special meeting to determine if the organization will revert to full remote instruction, to full in-person instruction, or to an alternate hybrid model that increases or decreases the opportunity for students to participate in in-person learning.

Pandemic Coordinator/Team

Individuals	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Bruce Robinson, CEO and President	Employees and administration at IMS, Board of Directors of the organization.	Plan Development and Crisis Response As the CEO, all programs and operations of IMS fall under Mr. Robinson. His role on the team is to serve as the final decision-maker, as well as to assist in supporting those who execute the decisions made in the development of the Health and Safety Plan as well as interface with IMS' Board of Directors.
Claire Frosch, Chief of Schools, Pandemic Response Co-Coordinator	All instructional staff and supports at IMS	Plan Development and Crisis Response Ms. Frosch leads the instructional team at IMS. She leads efforts to craft an instructional approach that will maximize the academic success of the reopening plan and will lead efforts to ensure fidelity to the plan over the course of the school year.
Albery Corona, Deputy Chief of School Operations, Pandemic Response Co-Coordinator	Non-instructional employees within IMS, IMS Families	Plan Development and Crisis Response Ms. Corona leads the school operations teams at IMS. She is leading efforts to create systems to prepare schools to operate on a high level upon reopening. She will also lead efforts to ensure fidelity to the plan over the course of the school year.
Michelle Brown, Chief Development Officer	Employees and administration at IMS, Board of Directors of the organization, Institutional stakeholders	Plan Development and Crisis Response Ms. Brown is leading the coordination of communications during the reopening planning process, ensuring consistent and clear information for all stakeholders. She is also working to identify funding for many of the initiatives contained in the plan, and managing external partnerships providing technology resources.
Natalia Gallon-Garcia, Deputy Chief of Human Resources	Employees and administration at IMS	Plan Development and Crisis Response Ms. Gallon-Garcia is leading IMS's efforts to ensure that staff is safe, healthy, and informed. She is also working to ensure that IMS will have the tools in place to support the increased demands on staff as well as to sustain staffing levels throughout the school year.
Joshua A. Taton, Deputy Chief of Curriculum and Instruction	All instructional staff and supports at IMS	Plan Development and Crisis Response Dr. Taton is leading IMS's efforts to ensure that the schools' curriculum, instruction, and related professional development are as safe and effective as they can be. He will play a critical role in ensuring that teachers are well prepared to meet the challenges of executing this plan.
Benny Morten, Deputy Chief of Schools	All instructional staff and supports at IMS, institutional stakeholders	Plan Development and Crisis Response Mr. Morten serves as coach and supervisor to many of IMS' school leaders. He will work to ensure that they have the information and resources needed to execute the plan on a high

		level. Mr. Morten also leads IMS’s relationships with governmental stakeholders, including issues around compliance and funding.
David Houlihan	Consultant	Plan Development Mr. Houlihan, of DEH Partners, is leading the project management aspect of the Pandemic Team’s planning efforts.
Paul Dean	Consultant	Plan Development Mr. Dean, of Jounce Partners, and the Jounce Partners team is providing planning capacity across operational, academic, and staff development domains to support the development and implementation of the reopening plan.

Key Strategies, Policies, and Procedures

The risk from COVID-19 cannot be eliminated while community spread exists. However, there is a strong body of science that points to a set of strategies to most effectively mitigate this risk while allowing for the benefits of wellness, academic growth, social-emotional growth, and physical safety that come with in-person schooling. Each of these strategies – listed below – is addressed in this plan, because science tells us it is the accumulated impact of these distinct strategies that determines the degree of risk mitigation. This health and safety plan includes the approach IMS is taking to the following:

- Batching
- Spacing/distancing
- Cleaning and disinfecting
- Physical barriers and masking
- Hygiene
- Ventilation
- Isolation/quarantining and tracing

The plan includes the individuals/roles responsible for implementing these strategies in their various forms as they apply to a hybrid schooling model.

Cleaning, Sanitizing, Disinfecting, and Ventilation

When students and staff return to school, ensuring that surfaces throughout the building are frequently cleaned and disinfected is a top priority. A full-scale disinfecting process – by a contracted provider or IMS staff with specialized equipment – will occur weekly in each building. In addition, high touch surfaces will be cleaned and disinfected several times each day. Custodial staff will be trained on how to fully and safely clean these surfaces; checklists will be used to ensure all necessary surfaces are cleaned at the proper frequency; the IMS Operations team will continue to ensure schools have the cleaning supplies they need, and the managers of School Leaders will support School Leaders with weekly reviews of the procedures and checklists to ensure all cleaning protocols are being implemented with fidelity. On a daily basis, School Leaders will complete building walkthroughs to ensure all checklists are completed around the building. Ventilation practices – from a review of existing systems and remediation if needed, to basic practices like keeping doors and windows open – are also part of the risk mitigation plan.

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)
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	Same as under Green Phase	<ul style="list-style-type: none"> ● Porous, hard-to-disinfect materials such as rugs and draperies removed from classrooms. ● Routine soap and water cleaning of surfaces throughout the building (floors, walls, desks and tables, chairs, plexiglass barriers/windows) conducted daily. ● Disinfection (spray-and-wipe) of high-touch areas daily. 	<p>Albery Corona, Deputy Chief of School Operations</p> <p>Building-level principals will be responsible for managing the on-site custodial personnel; network operations leader will be responsible for ensuring and reviewing a weekly</p>	<p>EPA approved disinfectants for use against COVID-19.</p> <p>PPE for custodial personnel at each building, including masks and gloves (gowns and face shields/ goggles will likely be required for full-scale disinfecting,</p>	PD will be required for the proper cleaning of facilities for custodial staff and contracted service staff. Essential to always read and follow instructions

	<ul style="list-style-type: none"> ● Clean visibly dirty surfaces with soap and water prior to disinfecting. ● Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily. ● Interior/classroom doors propped open during the school day to decrease the touching of doorknobs and push plates. ● Personal water bottles for students encouraged; drinking fountains closed except with special permission and immediate wipe-down. ● Restrooms and drinking fountains cleaned and disinfected 3-4 times daily; desks and chairs cleaned with disinfectant wipes 2 times daily; doorknobs, thermostats, light switches, on-off switches for HVAC cleaned 2 times daily. ● Disinfection will be done using EPA-approved disinfectants against COVID-19 ● Disinfectant wipes located and frequently restocked next to doors, light switches, drinking fountains. ● Routine cleaning required on playground equipment and other outdoor services. ● Shared materials (computers, books, manipulatives, pencils) minimized or eliminated; procedures at each school in place for full wipe-down of any shared materials between batches of students. ● Full building disinfecting (“full disinfecting” includes the use of electrostatic sprayer and requires 	<p>audit of cleaning, disinfecting, and ventilation practices.</p> <p>Contracted cleaning services will implement a full-scale weekly disinfecting procedure at each campus.</p> <p>Contracted maintenance vendors will support the remediation of ventilation systems as needed, based on the determination of school-level custodial personnel and/or network operations leader.</p> <p>Staff disinfects and clean plexiglass in local areas (i.e. front office) multiple times daily; staff disinfects and clean high-touch classroom items (manipulatives, computers, phone, light switch, thermostat, staff desk).</p> <p>Buses will be cleaned by bus drivers/school district staff, per school district transportation guidelines. Busing</p>	<p>but this will be provided by the contracted vendor).</p> <p>Cleaning and disinfecting supply and PPE procurement will be conducted by network operations staff in coordination with school-based leaders.</p>	<p>on cleaning products.</p> <p>Brief PD will be required for school-based staff to review the checklist of cleaning (plexiglass barriers, high-touch materials in classrooms), and proper technique for daily spray-and-wipe disinfecting.</p>
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Other cleaning, sanitizing, disinfecting, and ventilation practices	Same as under Green Phase	<ul style="list-style-type: none"> ● Encourage staff to bring lunches in personal containers (i.e. coolers/thermoses) that do not require refrigeration or warming. Clean refrigerator and microwave daily and/or remove these devices if overused. ● Increase pest control services as students will be eating in classrooms to support social distancing efforts. 			No

Social Distancing and Other Safety Protocols

Classrooms will be emptied except for desks and essential learning materials. Each classroom will be home to one “batch” or “pod” of students. For buildings that return with a hybrid model, classrooms will be home to two batches, one from Group A (Monday/Tuesday) and one batch from Group B (Wednesday/Thursday). Batches will have approximately 8-19 students, depending on classroom space. Students will be spaced 6 ft apart in all classrooms to the maximum extent possible with desks facing in the same direction. In K-5 grade levels (at most schools) these students will spend nearly all of the day with one homeroom teacher. In 6-8 grade levels, these students will see departmentalized teachers, but those teachers will not work with students outside of those grade bands. Students will remain in their classroom throughout the day – except for recess or PE – and will be around other students not in their batch or pod for lunch. Students and staff will wash or sanitize their hands at least 4 times each school day. All students and staff will receive training on social distancing, masking, and hand hygiene to support a safe and healthy school environment. Visitors – including families/guardians – will not be allowed in the building except in extreme extenuating circumstances. Spacing will be maintained on buses and at arrival and dismissal through carefully choreographed drop-off and pick-up routines.

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)
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Same as under Green Phase	In grades K-8, student desks will be spaced 6 feet apart from center to center. Teachers will have a space at the front of the room with a semi-circle of radius 8 ft. from which to instruct (with these dimensions varying by room layout but maintaining a minimum 6 ft from nearest students). Teachers can move around the room during instruction; however, all masks must be correctly worn and teachers should not stay near any individual student for an extended period while circulating. Students will all face in the same direction.	School Leaders; weekly review by School Leaders’ managers	Diagram of an appropriately spaced classroom set up distributed to all teachers; checklist document for School Leader review of all spaces before building opening and on an end-of-day daily walkthrough	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Same as under Green Phase	<p>Cafeterias/MPRs Where possible, meals will be served in classrooms. Cafeterias, libraries, and multipurpose spaces will be repurposed as large classroom spaces to allow social distancing.</p> <p>Restrooms Custodial staff will clean the bathrooms hourly and between scheduled bathroom breaks for elementary classes. Staff will utilize walkie-talkies to make sure the custodial staff is aware when there is a transition between bathroom</p>	School Leaders; weekly review by School Leaders’ managers	Signage on the floor to remind of spacing; signage to remind teachers of policies/recommendations in lounges or workspaces; signage to remind staff and students of procedure for cleaning in restrooms	Teachers and admin. staff get trained on policies and procedures for restrooms, offices, and teacher lounges/work spaces

		<p>breaks and can complete a surface wipe-down. No-touch faucets and trash cans will be put in place where possible to reduce the need to touch surfaces. Restroom times will be scheduled for each class (full class breaks in early grades; usable windows in upper grades) and a bathroom pass process will be developed to ensure multiple students do not congregate in the restroom at the same time.</p> <p>Offices 6 ft. social distancing signs will be posted in offices to remind students and staff to maintain spacing if in the office. Maximum capacity will be determined for each office, and any waiting chairs will be spaced 6ft apart and facing in the same direction. When an office is at capacity, any approved visitors will leave their phone number and wait outside the building (weather permitting; in car if possible) to be called. Students will not be called to the office or sent to the office to wait for a meeting or pick-up – they will remain in their classroom until their meeting is ready or pick-up has arrived and then the classroom will be called.</p> <p>Staff Lounges/Teacher Work Spaces All staff lounges or workspaces will be set up with work stations facing in the same direction and 6ft apart, and with a maximum capacity strictly enforced. Teachers will be encouraged to bring food packaged in such a way that it does not require heating or refrigeration and should not congregate in a staff lounge to eat (requiring mask removal) as spacing should be increased beyond 6 ft if removing mask to eat.</p>			
Hygiene practices for students and staff including the manner and frequency of	Same as under Green Phase	All staff will wash their hands with soap and water or apply approved hand sanitizer upon entering the building. Students will wash hands or apply hand sanitizer (minimum 60% alcohol solution) upon	Home office operations lead managing custodial teams to ensure	Daily checklist of sanitizer stations and handwashing locations (i.e. restrooms); full inventory of	Brief PD on best practice for training students on proper hand

hand-washing and other best practices		entering.. Staff and students will sanitize or wash hands at minimum 3 additional times during the school day, including before lunch, after lunch, and before dismissal. All classrooms will have a sanitizing station that will be constantly monitored and restocked as needed.	frequent restocking of sanitizer, soap, paper towels	sanitizer, soap, paper towels.	hygiene protocols
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Same as under Green Phase	Each school will print the following CDC-issued posters and post them throughout the building, including at entrance points, in hallways, and in all bathrooms: <ul style="list-style-type: none"> • Stop the Spread • Wash Your Hands • Germs Are All Around You • Handwashing Is Your Superpower • Cover Coughs and Sneezes Student-facing posters on the proper wearing of face masks and how to social distance will also be posted throughout the building. Additional signage displaying the school’s visitor policy and regulations regarding the wearing of face masks and social distancing will be posted on all entrance doors and in entrance lobbies/halls.	School Leader responsible for ensuring signage is posted in each building; School Leader Managers complete pre-opening walkthroughs	All signage printed out at schools	No
Identifying and restricting non-essential visitors and volunteers	Same as under Green Phase	Families/Guardians Families will not be permitted to enter IMS school buildings except by appointment; weather-permitting, initial orientation meetings with families and necessary in-person parent conferences will be held in outdoor areas at the school with desks set up with plexiglass shields to maximize protection for both staff and family members; the commitment to keeping all stakeholders – students, families, and staff – safe will be emphasized in communication about these practices. Virtual meetings (i.e. Zoom, FaceTime) will be the strongly preferred means of school-family/guardian communication and conferences. Vendors and Contractors	IMS Operations/ HR team and School Leaders	Visitor badges; affirmation forms for any vendors/ contractors	Brief PD for admin staff and teachers on policies for conferences and visitors

		<p>Vendors/contractors approved by both school-based leaders <i>and</i> the IMS Pandemic Team will be allowed on campus with proper identification after reading and affirming their full understanding of and compliance with the IMS health and safety plan, including symptom checks, distancing, and masking policies. The only other non-staff permitted on campus will be IMS central office staff, approved substitutes in the IMS directory, and final-round candidates for positions. Vendors/contractors, central office staff, approved substitutes and candidates will have to complete a symptom screening affirmation on-site during each visit, including a temperature check, symptom questionnaire, and provision of their phone number for contact tracing. They will also complete a one-time attestation to abide by all health and safety requirements that will be kept on file at each school. .</p> <p>Other Facility Use All other use of the IMS facilities will not be permitted until at least January 2020, at which point the Pandemic Team will reevaluate this policy.</p>			
<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Same as under Green Phase</p>	<p>Some IMS schools participate in CYO Sports in partnership with the Archdiocese of Philadelphia (AOP). As of August 14th, 2020, the AOP website states that, "If and when a decision is made regarding CYO Sports, recommendations will then be made regarding use of the buildings."</p> <p>If CYO Sports take place, IMS will develop an Athletics Health and Safety Plan to guide decisions regarding inter-school sports. Travel, if allowed within this plan, will be limited to areas in the "green" reopening phase. Physical contact such as handshakes and high fives will be prohibited. Playgrounds can be used if physical distancing is maintained and the</p>	<p>The Pandemic Team will develop a plan for athletics if and when athletic activities are approved.</p>	<p>Cleaning materials stocked in areas where sports equipment is kept</p>	<p>Brief PD for teachers on recess protocols</p>

		<p>playground equipment is routinely cleaned.</p> <p>Recess and PE will be staggered to allow for physical distancing. Highly active games/activities will be allowed when PE or recess is held outside, but when inside, these games should be limited to minimize the additional spreading of respiratory droplets in an enclosed space. Students must maintain appropriate mask use throughout PE and recess; mask breaks as directed by staff and when students are stationary and more than 6 ft apart, are permitted for less than 5 minutes and should be observed hourly, at the discretion of the responsible staff member. Any equipment used must be disinfected (spray and wipe) between “batches” of students.</p>			
Limiting the sharing of materials among students	Same as under Green Phase	<p>IMS is securing additional materials – including class novels, electronic devices, headphones, workbooks – to ensure students do not need to share academic materials. Any materials that are shared (manipulatives, computers, writing utensils) must be disinfected (spray and wipe) between use by different students, even if those students are in the same “batch.”</p> <p>Students will not be allowed to bring in extraneous materials (toys, non-essential clothing, stuffed animals, etc.). Students can bring in lunch/snacks as appropriate. Each student’s belongings will be separated from others in individually labeled containers, cubbies, or seatback pouches. Computers/tablets cannot be shared by multiple students, but individual students may bring devices to and from the school under school- or network-defined protocols for usage, inventorying, cleaning, and care.</p>	IMS Academics Team; School Leaders	Additional materials ordered to eliminate the need for sharing of instructional materials	No
Staggering the use of communal	Same as under	Each side of each hallway will have a designated travel direction; each stairwell will have a designated	School Leader responsible for ensuring	Signage and physical barriers to separate halls and	Brief PD for school-based staff to

spaces and hallways	Green Phase	travel direction. Hallways will be marked – particularly in areas where students are likely to line up – with physical reminders of proper spacing. Transitions will be limited by students staying in their classrooms and teachers transitioning between classrooms as needed. Specials teachers will go to homeroom classrooms to minimize student movement; special teachers that work across multiple schools will complete staff symptom screener at each school. Schools may adjust schedules (i.e. by block scheduling specials) to decrease the number of classes special teachers see at their schools.	signage is posted in each building; School Leader Managers complete pre-opening walkthroughs	identify traffic direction in halls and stairwells	practice any transitions during the school day, including arrival and dismissal
Adjusting transportation schedules and practices to create social distance between students	Same as under Green Phase	Students will be spaced on buses according to CDC guidelines to the extent possible and will never have more than one student to a single bus seat (exception: students who live in the same household). IMS is working closely with the School District of Philadelphia to determine a busing schedule that will maximize the ability to physically distance students on buses. Staff members will monitor the areas where students arrive and depart (outside the building each morning and afternoon) to ensure students do not congregate and maintain spacing before entering/after leaving the building. Car-line procedures for drop-off and pick-up will include students remaining in cars until signaled to exit and approach the building or remaining in classrooms until their parent/guardian has arrived, to avoid congregation near pick-up/drop-off areas. Multiple entrances and exits will be used wherever feasible. Individuals who are self-quarantining or have been diagnosed with a confirmed or positive case of COVID-19 may not drop off or pick up children from school.	IMS Operations Lead School District Transportation staff	Bus routes; bus distancing visual; arrival and dismissal scripts and checklists	Brief PD for bus drivers/monitors regarding physical spacing requirements (not by IMS team); PD for school-based staff on arrival and dismissal protocols

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Same as under Green Phase	Classes will not mix at all – at all grade levels, PreK to 8 th – and students will remain in the same batches throughout the day. Batches of students will be limited to a size that allows for social distancing in each classroom and learning space.	School Leaders; support on school-based scheduling from members of the Pandemic Team	Daily schedule for each school	No
Coordinating with local childcare regarding on-site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Same as under Green Phase	School-based leaders – supported by the IMS home office team – will work to ensure that external childcare providers serving IMS students are aware of the IMS Health and Safety Plan and receive support in maintaining key principles of this plan. On-site after school programming run by IMS (CARES) will adhere to the same guidelines laid out in this plan; after-school programming run by outside partners will follow DHS guidelines. To the extent possible, students will remain in their in-school “batches;” when this is not feasible, students will maintain spacing and masking requirements so as to mitigate risk in this setting.	IMS Pandemic Team coordinates with after-care providers at each school	Affirmation document for childcare providers to agree to adhere to principles of IMS Health and Safety plan	No
Other social distancing and safety practices	Same as under Green Phase	Limit in-person meetings of staff members to the maximum extent possible, including moving PD and coaching meetings to virtual settings. If staff meetings must be in-person, strictly maintain 6ft. of distancing and limit the duration of these meetings.	School Leaders; IMS Academic Leads	Zoom accounts for all staff members	No

Monitoring Student and Staff Health

All students and staff will do a daily symptom check – including a brief questionnaire about potential exposure and symptoms and a temperature check – each morning. For students, screening information will be either entered into an app daily or affirmed by a written form at school daily. Schools may opt to do on-site screening, but self-reported daily screening is the minimum requirement. For staff, daily screening will be done at the school’s Paylocity kiosk with a built-in symptom questionnaire. When a staff member or student becomes ill at school, they will immediately be sent home and will wait in a designated isolation space until they are able to leave/be picked up. They may return to school if they have gotten a COVID-19 test and can show a negative result and they meet other criteria for return after an illness (symptom questionnaire) OR a clinician has evaluated the child and documented an alternative diagnosis and confirmed that the student may return to school OR if a COVID-19 test was not done but the following are true: at least 10 days have passed since the onset of symptoms, the person is fever free without fever-reducing medication for 72 hours, and symptoms are improving.

If a student has had a close contact with a person confirmed positive for COVID-19 (i.e. a student’s family member with whom they live tests positive), the class (students in the same “batch”) and any close contacts at school will be kept at home until that student tests negative or two days have passed with no other students in the batch showing symptoms, whichever happens sooner. If a student is sent home from school because they meet the criteria for likely COVID-19 based on the symptom screener checklist, the class (students in the same “batch”) and any close contacts at school will be kept at home until that student tests negative or two days have passed with no other students in the batch showing symptoms, whichever happens sooner. If a student has symptoms that do NOT meet the criteria of the symptom screener checklist, no action will be taken in the absence of a positive test, even if that student’s parent/guardian chooses to keep that student home due to illness.

If a staff member or student tests positive, the school nurse or School Leader will contact the Philadelphia Department of Public Health (215-685-5488) for further guidance. Students in the same “batch,” the teacher for that “batch,” and others who are determined to have had close contact with that student or staff member (greater than 15 cumulative minutes over 24 hours within 6 feet – with help from PDPH in determining close contacts), will remain quarantined at home for 14 days before returning to school. Students who were in the same batch or otherwise close contacts of a student with a confirmed positive case complete the 14 day quarantine period *and* be fever free without fever-reducing medication for 72 hours. Staff members who cannot return due to a positive test will work with their health care provider and the IMS HR Department to determine reasonable accommodations to work from home delivering remote instruction. Students who choose not to return can opt for full remote instruction. The Pandemic Team will work with local health authorities to determine communication plans for families in the case of a confirmed case, in order to rapidly notify families while maintaining confidentiality. School Leaders and school nurses will both have training in monitoring health and will follow the protocol for isolation and dismissal of students. School Leader managers will conduct a weekly review of protocols and any instances of symptom reports and isolation decisions with School Leaders.

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)
Monitoring students and staff for symptoms and history of exposure	Same as under Green Phase	Staff will be required to take their own temperature and complete a daily symptom questionnaire before reporting to school and to stay home if above 100.4°F or if experiencing other symptoms as outlined by the questionnaire. They will affirm completion of the questionnaire in Paylocity each day upon sign-in. Parents/guardians will be asked to take their child’s temperature and to keep their child home if the child has any symptoms as outlined by the symptom questionnaire or a temperature above 100.4° Parents/guardians complete a daily sign-in (app-based or on paper) to affirm student is	School Leaders	Contact families to ensure all families have a thermometer to use; set up screening system to capture daily symptom reports from families (app-based if possible). Thermometers for temperature checks at school when needed. App for at-home symptom check affirmation	PD required for all staff on the immediate protocol to follow if a student – or another adult – presents with symptoms

		<p>symptom-free before arrival. If affirmation was not completed, the student is screened upon arrival with symptom/exposure questionnaire (schools create a procedure for collecting a list of students that need on-site screening each morning; temperature checks are limited to students who did not have a parent/guardian affirmation). Staff and students who are ill must stay home. Staff and students shall be sent home if they become ill at school.</p> <p>Students presenting symptoms will be sent to the nurse for further assessment. The nurse will make contact with parents/guardians and provide direction for re-entry. If no nurse is present, students will remain in designated isolation space until the parent/guardian arrives. The isolation space will be staffed by the nurse, building sub, school secretary, or tuition and enrollment manager, in that order.</p>		(google form if necessary).	
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Same as under Green Phase	Each school will have a designated isolation space that can be immediately cleared and can hold 3-7 students (depending on the size of school) with physical distancing. If a staff member or student presents with any symptoms, they will immediately be sent home and it will be recommended that they get themselves tested for COVID-19; while waiting to go home, they will wear a face mask and remain in the designated isolation space. PPE – including <u>surgical</u> mask, face shield, gloves, and gown- will be available to the staff member assigned to oversee the isolation space. All efforts will be made to protect the confidentiality of a staff member or student who	School Leaders, nurses, HR lead	Set up isolation room with proper PPE available; develop written protocol for confidentiality and communication in the event of students/staff being sent home due to symptoms	All staff trained on the protocol to follow in case of staff member or student symptoms

		presents with symptoms and is sent home, though health department contact tracing personnel will require contact information and will need to discuss positive cases with potential contacts as part of the contact tracing process; follow up for students and staff (to determine if a test was taken and if the individual is positive for COVID-19) will be completed by the school nurse and the IMS HR department (in case of staff), in conjunction with the School Leader.			
Returning isolated or quarantined staff, students, or visitors to the school	Same as under Green Phase	If a staff member or student has been isolated or quarantined, the school will follow the direction of the IMS HR department and local health authorities before returning the staff member or student to school. The school nurse will coordinate this outreach in conjunction with School Leader. A flowchart for decision making regarding return to school of students or staff with suspected and confirmed cases is provided to schools and available here .	School nurse, School Leader, IMS HR lead	Develop written protocol for confidentiality and communication in the event of students/staff being sent home due to symptoms	PD for nurse and school leader on the appropriate return process
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Same as under Green Phase	Pandemic Team calls immediate meeting upon notification of a positive case; works with local health authorities to determine closure needs (class/grade/school) and communicate closure to School Leader and staff. Pandemic Team and School Leaders jointly communicate closure to families; HR lead manages communication with the public. Pandemic Team is responsible for changes to safety protocols and for engaging School Leaders and other stakeholders in these decisions.	Pandemic Team; School Leaders	N/A	No

Other Considerations for Students and Staff

All staff members will wear approved face coverings (loop around the ear, cover mouth and nose completely) while on campus, taking masks off only when in a room without other children or adults. The IMS Central Office is working with staffing agencies and on the in-house staffing model to ensure a sufficient number of substitutes are available in case of teacher absences. Most teachers will provide both in-person and remote instruction.

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)
Protecting students and staff at higher risk for severe illness	Same as under Green Phase	The batching, spacing, disinfecting, cleaning, ventilation, isolation, and hygiene practices in this plan substantially decrease the risk for all students and staff, including those with higher risks of severe illness, but even complying with all CDC recommendations – and in many cases exceeding baseline recommendations – does not eliminate risk. All families have the option to select fully remote learning if they do not feel comfortable with the risk level despite the mitigation techniques detailed here.	HR Lead; Enrollment Managers/ School Leaders	N/A	No
Use of face coverings (masks or face shields) by all staff	Same as under Green Phase	All staff members (and contractors/vendors) are expected to wear masks from their arrival until their departure from the building. They may take breaks during their prep times by going outside, ensuring they are sufficiently distanced from others, and removing their mask, but should have their mask on during any instruction and any time in the building, unless in a room with no other students <i>or</i> adults. Per recommendations from the CDC and Philadelphia Department of Public Health, face shields can be used in addition to masks but not in place of masks; masks should be ones that loop around ears, as they have been shown to be more effective than bandanna-style masks. Staff are responsible for	School Leaders	Extra disposable masks kept in stock at all campuses; clear masks provided for teachers of younger students	PD on proper use and cleaning of PPE

		bringing and cleaning their masks (disposable masks will be kept on-site in case a staff member forgets a mask)			
Use of face coverings (masks or face shields) by students	Same as under Green Phase	In accordance with current PA health department directives, all students in all grades will wear masks from the time they arrive at school (or board a bus, if they are bus riders) until the time they leave the premises or get off the bus. Students are expected to bring their own masks to school and families are responsible for cleaning masks each night (disposable masks will be kept on-site in case a student forgets a mask). Students will be provided with at least one reusable mask by IMS.	Teachers	Extra disposable masks kept in stock at all campuses	PD on training students to properly use PPE
Unique safety protocols for students with complex needs or other vulnerable individuals	Same as under Green Phase	School Leaders will meet with their managers before the transition to hybrid instruction to review the needs of students in their buildings that have complex needs; they will work with a team of teachers to develop specialized supports for these students and ask the Pandemic Team to review these plans before implementation.	School Leaders; School Leaders' managers; Pandemic Team	N/A	No
Strategic deployment of staff	Same as under Green Phase	In a hybrid model, in which some families will likely opt for full remote instruction while others will choose to have both in-person and remote instruction, there is a need for all staff members to teach students both in-person and remotely.	School Leaders; HR Lead	N/A	No

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Proper cleaning of facilities.	Custodial team	Albery Corona	In-person	Procedures for spray and wipe cleaning; Checklist for staff cleaning	4 weeks in advance of reopening	1 week in advance of reopening
Staff clearing checklist and proper techniques	School based staff	Albery Corona	In-person	Procedures for spray and wipe cleaning; Checklist for staff cleaning	2 weeks in advance of reopening	Start of reopening
Policies and procedures for restrooms, offices, and teacher lounges/workspaces	School based staff	School Leaders	Zoom meeting	Procedures for restrooms, offices, and workspaces	3 weeks in advance of reopening	ongoing
Best practices for training students on proper hand hygiene protocols	School based staff	School Leaders	In-person	Diagrams / pictures of proper student hand hygiene	1 week in advance of reopening	Start of reopening
Policies for conferences and visitors	School based staff	School leaders	Zoom meeting	Visitor and conference protocols	2 weeks in advance of reopening	Start of reopening
Recess protocols	School based staff	School Leaders	Zoom meeting	Recess protocols	2 weeks in advance of reopening	Start of reopening
Safe arrival, dismissal, and transitions	School based staff	School Leaders	In-person	Arrival, dismissal, transition protocols, diagrams, signage	1 week in advance of reopening	Ongoing as needed
Safe transportation protocols, including arrival and dismissal	School based staff	School Leaders	In-person	Protocols, diagrams, signage	3 weeks in advance of reopening	3 weeks in advance of reopening
Response to staff member or	School based staff	Natalia Gallon, Deputy Chief of Human Resources	Zoom webinar	TBD by presenter	3 weeks in advance of reopening	3 weeks in advance of reopening

student symptoms						
Student or staff return protocol	School Leaders and nurses	Natalia Gallon, Deputy Chief of Human Resources; and Nursing Staff	Zoom meeting	TBD by presenter	3 weeks in advance of reopening	3 weeks in advance of reopening
Best practices for training students on proper use of PPE	School based staff	School Leaders	In-person	Diagrams / pictures of proper student hand hygiene	1 week in advance of reopening	Start of reopening

Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Ongoing Family Communication with updates on reopening plans and health and safety protocols	Parents	Albery Corona, Deputy Chief of School Operations	Regular update letters sent via email, posted to families on learning platforms and via text message, website posting. Translation services will be made available as needed	7/10/20	Ongoing
Ongoing Staff Communication with updates on reopening plans and health and safety protocols	Staff Members	Natalia Gallon, Deputy Chief of Human Resources	Regular email updates to staff with frequency determined by changes to plans and approaching milestones	7/8/20	Ongoing
County and State Coordination to determine current mitigation levels in our community	PDE, School District of Philadelphia, Philadelphia Department of Health	Benny Morten, Deputy Chief of Schools	Telephone, Email and Zoom communication	7/1/20	Ongoing
Parent Town Halls	School Parents	Albery Corona, Deputy Chief of School Operations	Zoom conferences	8/18/20	Ongoing as needed prior to building reopening
Staff Town Hall	School Staff	Albery Corona, Deputy Chief of School Operations	Zoom conferences	8/13/20	Ongoing as needed prior

					to building reopening
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Health and Safety Plan Summary

Facilities Cleaning, Sanitizing, Disinfecting, and Ventilation

When students and staff return to school, ensuring that surfaces throughout the building are frequently cleaned and disinfected is a top priority. A full-scale disinfecting process – by a contracted provider or IMS staff with specialized equipment – will occur weekly in each building. In addition, high touch surfaces will be cleaned and disinfected several times each day. Custodial staff will be trained on how to fully and safely clean these surfaces; checklists will be used to ensure all necessary surfaces are cleaned at the proper frequency; the IMS Operations team will continue to ensure schools have the cleaning supplies they need, and the managers of School Leaders will support School Leaders with weekly reviews of the procedures and checklists to ensure all cleaning protocols are being implemented with fidelity. On a daily basis, School Leaders will complete building walkthroughs to ensure all checklists are completed around the building. Ventilation practices – from a review of existing systems and remediation if needed, to basic practices like keeping doors and windows open – are also part of the risk mitigation plan.

Social Distancing and Other Safety Protocols

Social Distancing and Other Safety Protocols

Classrooms will be emptied except for desks and essential learning materials. Each classroom will be home to one “batch” or “pod” of students. For buildings that return with a hybrid model, classrooms will be home to two batches, one from Group A (Monday/Tuesday) and one batch from Group B (Wednesday/Thursday). Batches will have approximately 8-19 students, depending on classroom space. Students will be spaced 6 ft apart in all classrooms to the maximum extent possible with desks facing in the same direction. In K-5 grade levels (at most schools) these students will spend nearly all of the day with one homeroom teacher. In 6-8 grade levels, these students will see departmentalized teachers, but those teachers will not work with students outside of those grade bands. Students will remain in their classroom throughout the day – except for recess or PE – and will not go to the cafeteria for lunch or to a library or multipurpose room where they would share a space with other students outside their batch. Students and staff will wash or sanitize their hands at least 4 times each school day. All students and staff will receive training on social distancing, masking, and hand hygiene to support a safe and healthy school environment. Visitors – including families/guardians – will not be allowed in the building except in extreme extenuating circumstances. Spacing will be maintained on buses and at arrival and dismissal through carefully choreographed drop-off and pick-up routines.

Monitoring Student and Staff Health

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Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Independence Mission Schools reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

- Yes**
- No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)

(Print Name of Board President)