
PHASED SCHOOL REOPENING HEALTH AND SAFETY PLAN



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Type of Reopening

Stakeholder Engagement:

Stakeholders including parents, school districts, program staff and facilities/maintenance staff were engaged throughout the planning process when the counties moved to the Green phase. Surveys were distributed to parents seeking their input; 300 parents have responded to the surveys, an overall response rate of 56%. A survey was also sent to employees, 375 employees responded to the survey with an overall response rate of 75%. The multidisciplinary Pandemic Planning Committee includes representatives from all program areas, as well as nursing, maintenance, executive leadership, human resources, information technology, marketing and communication.

Communication Plan:

Regular communications were disseminated to stakeholders through a variety of channels, including Watson's website, social media, emergency alert system, e-mail, as well as classroom pages. Watson's Continuity of Education Plan was posted on Watson's website and was communicated through these channels.

Decision-Making Process Post Re-Opening:

The Pandemic Committee will continue to convene weekly post re-opening to review and adjust processes, as well as to review infection rates in our region, as well as infection rates in other states. Plan modification may be necessary due to the fluid situation of the pandemic, and the Committee is positioned to adapt the Plan and communicate changes as needed. The Committee recognizes that the Plan is an organic document.

As of August 5, 2020: We reserve the right to implement modifications as may be needed based upon CDC, state and county guidelines.

The Watson Institute has decided on the following Reopening Plan for the 2020-2021 School Year:

Ed. Center Sewickley, Ed. Center South, Friendship Academy, WISCA Sharpsburg (North) and WISCA South will reopen on 8/26/2020 with total remote instruction for all students.

LEAP Preschool will begin on 8/26/2020 with three (3) days of remote instruction. On 8/31/2020 in-person school will begin with individualized schedules for each child. Families will be contacted the week of 8/17/2020 with their individualized in-person school schedule.

Throughout this period and on an ongoing basis, it may be necessary to change course due to the conditions of the pandemic in the area. The Pandemic Committee will continue to monitor cases throughout the school year.

Ed. Center Sewickley, Ed. Center South, Friendship Academy, WISCA Sharpsburg (North) and WISCA South will move to a Blended model, on 9/28/2020, if conditions permit / warrant. Blended will mean some students will be assigned Monday & Tuesday (A Group) in-person classes and some students will be assigned Thursday & Friday (B Group) in-person classes. Wednesday will be remote for all students so that the buildings can be thoroughly cleaned. The days the students are not in **in-person** school they will receive remote instruction.

In all cases families may choose total remote instruction for their child(ren) out of safety/health concern. These plans will continue until a decision is made to continue with these plans or move to a total reopen plan. We hope that will occur in late October, 2020.

Student and staff safety will be the principal factor in determining the pace at which we will move from one model to the next.

More details about the Education Models used in the schools will be developed by each Program Director and detailed in our Continuity of Education Plan that will be available on our website in late August, 2020.

We will provide periodic updates regarding our Reopening status.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities <i>* roles outlined below</i>
Marilyn Hoyson, COO		Pandemic Co-Coordinator; both
Melissa Painter, VP, HR		Pandemic Co-Coordinator; both
Kara D. Mostowy, Chief Development Officer		Both
Michele Trettel, Program Director, Education Centers Sewickley and South		Both
Katie Patterson, Program Coordinator, Education Center Sewickley		Both
Nancy Draftina, Coordinator, LEAP Preschool		Both
Marcia Laus, Program Director, WISCA		Both
Samantha Generalovich, Education Director, Friendship Academy		Both
Alexandra Salcido, Program/Clinical Director & Director of Psychological Services, Friendship Academy		Both
Ryan Young, Information Services Manager		Both
Robert Sutkowski, Director of Facilities		Both
Susan Rosko, School Nurse		Both
Sarah Gleisberg, HR Manager		Both
Lisa Falk, Development & Marketing Associate		Both
Barry W. Bohn, CEO		Ex Officio

- **Health and Safety Plan Development:** individual played a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual played 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 played a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Cleaning, Disinfecting, Sanitation and Ventilation

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>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The Watson Institute (“Watson”) will follow CDC guidelines for cleaning and disinfecting its facilities, learning spaces/classrooms , etc.</p> <p>Utilize EPA- approved disinfectants against Covid-19.</p> <p>Specific training and provisions for learning spaces/classroom, restroom, hallway, etc cleaning</p> <p>Watson will follow CDC guidelines for cleaning and disinfecting its facilities, learning spaces, etc.</p> <p>Water fountains will be closed from staff and student use; use of refillable water bottles and/or individual single-use water bottles will be encouraged.</p> <p>Utilize the CDC decision tree cleaning guides:</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf</p> <p>https://www.cdc.gov/coronavirus/</p>	<p>The Watson Institute (“Watson”) will follow CDC guidelines for cleaning and disinfecting its facilities, learning spaces/classrooms , etc.</p> <p>Utilize EPA- approved disinfectants against Covid-19.</p> <p>Specific training and provisions for learning spaces/classroom, restroom, hallway, etc cleaning</p> <p>Watson will follow CDC guidelines for cleaning and disinfecting its facilities, learning spaces, etc.</p> <p>Water fountains will be closed from staff and student use; use of refillable water bottles and/or individual single-use water bottles will be encouraged.</p> <p>Utilize the CDC decision tree cleaning guides:</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf</p> <p>https://www.cdc.gov/coronavirus/</p>	<p>Director of Facilities</p>	<p>Training overview for all employees responsible for cleaning procedures</p> <p>Additional cleaning supplies which adhere to the CDC guidelines.</p> <p>Regular monitoring of cleaning schedule and accountability for those supervising the custodians and disinfecting processes.</p> <p>Checklists to monitor and document cleaning efforts.</p> <p>Document retention</p>	<p>Y</p>

	<p>2019-ncov/community/schools-childcare/schools.html</p> <p>Install new filters in HVAC units and increase air turnover rates.</p> <p>Cleaning checklists* (attached hereto and incorporated by reference herein) will be used to document cleaning conducted; posted in all rooms; changed weekly and each weekly checklist will be maintained in a binder in each building</p> <p>Schools/facilities cleaned over weekends</p> <p>Staff in all school programs will work closely with districts/transportation providers to ensure the safety practices are consistently employed on all transportation vehicles.</p>	<p>2019-ncov/community/schools-childcare/schools.html</p> <p>Install new filters in HVAC units and increase air turnover rates.</p> <p>Cleaning checklists (attached hereto and incorporated by reference herein) will be used to document cleaning conducted; posted in all rooms; changed weekly and each weekly checklist will be maintained in a binder in each building</p> <p>Schools/facilities cleaned over weekends</p> <p>Staff in all school programs will work closely with districts/transportation providers to ensure the safety practices are consistently employed on all transportation vehicles.</p>			
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Any additional cleaning identified by Watson will follow the CDC guidelines for cleaning, sanitizing, disinfecting and ventilating</p>	<p>Any additional cleaning that is identified by Watson will follow the CDC guidelines for cleaning, sanitizing, disinfecting and ventilating</p>	<p>Director of Facilities</p>	<p>N/A</p>	<p>N/A</p>

Social Distancing and Other Safety Protocols

Key Questions

Summary of Responses to Key Questions: 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>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>Classroom environment set up to allow for physical boundaries and proximity between staff and students. Additional dividers to be utilized as needed and desks to be spaced 6 ft. apart.</p> <p>Limiting seating to two students per 6ft table.</p>	<p>Classroom environment set up to allow for physical boundaries and proximity between staff and students. Additional dividers to be utilized as needed and desks to be spaced 6 ft. apart.</p> <p>Limiting seating to two students per 6ft table.</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p>	<p>More room dividers</p> <p>Staff training on expectations</p>	Y
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>Meals will be served in the classrooms. If students require more space, limited access to student cafeteria while maintaining social distancing for select students.</p> <p>Conference rooms limited to 4 students, exercise room and library limited to 2 students at a time.</p> <p>Students will have no-contact boxed meals</p> <p>Students in need of modified lunches will have the lunch modified by our lunch staff with appropriate PPE.</p>	<p>Meals will be served in the classrooms. If students require more space, limited access to student cafeteria while maintaining social distancing for select students.</p> <p>Conference rooms limited to 4 students, exercise room and library limited to 2 students at a time.</p> <p>Students will have no-contact boxed meals</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p>	<p>More room dividers</p> <p>Disinfect between students in cafeteria (if applicable)</p> <p>Staff training on expectations</p> <p>Signage/posters</p>	Y

<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Students asked to use hand sanitizer upon arrival and frequently throughout the day and wash hands with soap and water</p> <p>Posters and lessons about handwashing.</p> <p>Students will access handwashing within bathrooms connected to classrooms upon arrival and frequently throughout the school day (after engaging with materials, prior to and after snacks, meals, and bathroom/hygiene activities and prior to dismissal).</p> <p>Staff will utilize hand sanitizers, sanitizing wipes and bathrooms for handwashing upon arrival, prior to and after interactions with students and other staff or materials, throughout the school day and prior to student and staff dismissal.</p> <p>Staff have access to spray sanitizers for materials and surfaces as well as UV wand.</p> <p>Masks are mandatory for staff. Gloves are also available for staff.</p> <p>Face shields are required for therapies as well as for toileting and CCM interventions.</p>	<p>Students asked to use hand sanitizer upon arrival and frequently throughout the day.</p> <p>Posters and lessons about handwashing.</p> <p>Students will access handwashing within bathrooms connected to classrooms upon arrival and frequently throughout the school day (after engaging with materials, prior to and after snacks, meals, and bathroom/hygiene activities and prior to dismissal).</p> <p>Staff will utilize hand sanitizers, sanitizing wipes and bathrooms for handwashing upon arrival, prior to and after interactions with students and other staff or materials, throughout the school day and prior to student and staff dismissal.</p> <p>Staff have access to spray sanitizers for materials and surfaces as well as UV wand.</p> <p>Masks are mandatory for staff. Gloves are also available for staff.</p> <p>Face shields are required for therapies as well as for toileting and CCM interventions.</p> <p>Students will wear masks unless an exception is noted in their IEP.</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p>	<p>Masks, face shields, gloves, sanitizing agents, soap</p> <p>Staff training on expectations</p> <p>Signage/posters</p>	<p>Y</p>
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Summary of Responses to Key Questions: 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)
	Students will be encouraged to wear masks unless an exception is noted in their IEP.			IEP documentation	
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs are posted throughout the building, in main entrance, student entrance, receiving. Signs are posted in all hallways, bathrooms, rooms, offices, and in classrooms.	Signs are posted throughout the building, in main entrance, student entrance, receiving. Signs are posted in all hallways, bathrooms, rooms, offices, and in classrooms.	Program Coordinator/Director Team Coordinators/Supervisors	Posters/signage	Y
* Identifying and restricting non-essential visitors and volunteers	<p>Students will be transitioned from parent vehicles by staff to avoid any parents having to enter the building.</p> <p>Parents picking up students early or dropping off late will remain in their vehicle, staff will walk student out to the car.</p> <p>Parent meetings (IEPs, conferences, etc.) will be conducted remotely.</p> <p>Communication to all visitors will be done remotely.</p> <p>Secure building so entry is and will be limited and monitored.</p>	<p>Students will be transitioned from parent vehicles by staff to avoid any parents having to enter the building.</p> <p>Parents picking up students early or dropping off late will remain in their vehicle, staff will walk student out to the car.</p> <p>Parent meetings (IEPs, conferences, etc.) will be conducted remotely.</p> <p>Communication to all visitors will be done remotely.</p> <p>Secure building so entry is and will be limited and monitored.</p>	Program Coordinator/Director Team Coordinators/Supervisors	Communication Staffing Schedule	Y

Summary of Responses to Key Questions: 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)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<p>Playground to be used in smaller groups and disinfected frequently.</p> <p>Exercise room limited to 2 students – all equipment sanitized before and after each use.</p>	<p>Playground to be used in smaller groups and disinfected frequently.</p> <p>Exercise room limited to 2 students – all equipment sanitized before and after each use.</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p>	<p>Staff training on expectations</p>	Y
Limiting the sharing of materials among students	<p>Limit use or provide one copy of materials for each student that is stored in individual lockers.</p> <p>Shared materials will be disinfected before and after each use.</p>	<p>Limit use or provide one copy of materials for each student that is stored in individual lockers.</p> <p>Shared materials will be disinfected before and after each use.</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p>	<p>Duplicate Materials</p> <p>Staff training on expectations</p>	Y
Staggering the use of communal spaces and hallways	<p>Develop a schedule to allow for transition times to minimize students/staff in hallways.</p> <p>Limit transitions within the building.</p> <p>Specials classes to be held within classrooms.</p>	<p>Develop a schedule to allow for transition times to minimize students/staff in hallways.</p> <p>Limit transitions within the building.</p> <p>Specials classes to be held within classrooms.</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p>	<p>Schedule Room dividers</p> <p>Staff training on expectations</p>	Y
Adjusting transportation schedules and practices to create social distance between students	<p>School district is responsible for set up and scheduling of all student transportation. Staff in all school programs will work closely with districts/transportation providers to ensure the safety practices are consistently employed on all transportation vehicles.</p>	<p>School district is responsible for set up and scheduling of all student transportation. Staff in all school programs will work closely with districts/transportation providers to ensure the safety practices are consistently employed on all transportation vehicles.</p>	<p>Program Coordinator/Director</p>	N/A	N

Summary of Responses to Key Questions: 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>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>Classroom environment set up to allow for physical boundaries and proximity between staff and students. Spaces separated into centers/areas.</p> <p>Additional dividers to be utilized as needed.</p> <p>Students stay in their own classrooms, visit friends from other classrooms virtually instead of in-person.</p> <p>Restrict to 3 staff members and 8 students in classroom as much as possible.</p> <p>Special activities between classrooms done virtually.</p>	<p>Classroom environment set up to allow for physical boundaries and proximity between staff and students. Spaces separated into centers/areas.</p> <p>Additional dividers to be utilized as needed.</p> <p>Students stay in their own classrooms, visit friends from other classrooms virtually instead of in-person.</p> <p>Restrict to 3 staff members and 8 students in classroom as much as possible.</p> <p>Special activities between classrooms done virtually.</p>	<p>Program Coordinator/Director</p>	<p>Room dividers</p> <p>Staff training on expectations</p>	<p>Y</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>No on-site childcare / not applicable</p>	<p>No on-site childcare / not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>N/A</p>

Summary of Responses to Key Questions: 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)
Other social distancing and safety practices	Field trips will not occur. Community based outings as per student's IEP will be discussed and be dependent on educational team decisions and off-site business.	Field trips will not occur. Community based outings as per student's IEP will be discussed and be dependent on educational team decisions and off-site business.	Program Coordinator/Director Team Coordinators/Supervisors	Staff training on expectations Coordination with virtual job-shadowing sites	Y

Monitoring Student and Staff Health

Summary of Responses to Key Questions:

The Watson Institute ("Watson") will have procedures in place for monitoring student and staff health and those procedures will be communicated via a variety of communication channels, including website, social media, and through Watson's mass notification system. CDC, State and County Department of Health guidelines will be followed regarding the quarantine and return to school of individuals diagnosed with COVID-19 and for those who have been exposed to COVID-19.

Parents will be expected to monitor student's temperature each morning and keep students home if exhibiting any symptoms. Any student exhibiting symptoms will be sent to the nurse's office for a temperature check and parent contact. Isolation and quarantine will follow CDC, state and county health guidelines. If there is a need for isolation at school, staff or students will report to the health office to quarantine in a designated isolation room in each building. Nurses will be responsible for all decisions regarding isolation. Return to school and work will be determined by CDC, state and county health guidelines.

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>* Monitoring students and staff for symptoms and history of exposure</p>	<p>Students/families and staff will be sent a bi-weekly symptom check/history of exposure form.</p> <p>Individuals who are symptomatic in a school building will receive a health check, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return home safely.</p> <p>The parents of students will be contacted to assist with completing the check for history of exposure.</p> <p>Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.</p> <p>Staff and students must stay home if they are sick such as runny nose, cough, etc.</p> <p>Flexible attendance policies for students.</p>	<p>Students/families and staff will be sent a bi-weekly symptom check/history of exposure form.</p> <p>Individuals who are symptomatic in a school building will receive a health check, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return home safely.</p> <p>The parents of students will be contacted to assist with completing the check for history of exposure.</p> <p>Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.</p> <p>Staff and students must stay home if they are sick such as runny nose, cough, etc.</p> <p>Flexible attendance policies for students.</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p>	<p>Policies and Procedures</p> <p>PPE</p> <p>Staff training on expectations</p> <p>Communication to parents regarding policies and procedures</p> <p>Record-keeping</p> <p>Nurses trained to ensure understanding of temperature fluctuations</p>	<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>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Identify an isolation room in each school to separate anyone who exhibits COVID-19 symptoms.</p> <p>School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.</p> <p>Arrange for the transport of anyone who is sick to go home or to a healthcare facility.</p> <p>Close off areas used by a sick person and wait 24 hours before cleaning and disinfecting. The 24-hour period is calculated from the last time a sick person was present in the area.</p> <p>Watson will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home.</p> <p>Watson will work with the county and state health departments to determine when to notify staff and families of a possible case, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p>	<p>Identify an isolation room in each school to separate anyone who exhibits COVID-19 symptoms.</p> <p>School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.</p> <p>Arrange for the transport of anyone who is sick to go home or to a healthcare facility.</p> <p>Close off areas used by a sick person and wait 24 hours before cleaning and disinfecting. The 24-hour period is calculated from the last time a sick person was present in the area.</p> <p>Watson will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home.</p> <p>Watson will work with the county and state health departments to determine when to notify staff and families of a possible case, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p>	<p>Program Coordinator/Director</p> <p>Team Coordinators/Supervisors</p> <p>School Nurses</p> <p>Chief Development Officer</p>	<p>Isolation Room</p> <p>PPE for Health Professionals</p> <p>Sample Communication</p> <p>Policies and Procedures</p> <p>Staff training on expectations</p> <p>Communication to parents regarding policies and procedures</p> <p>Record-keeping</p>	<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)
* Returning isolated or quarantined staff, students, or visitors to school	Watson will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.	Watson will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.	Program Coordinator/Director Team Coordinators/Supervisors VP HR	Policies and Procedures	Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Watson will continue to utilize E2Campus, a mass notification system, to keep the community informed of any changes or updates. Watson will also update its website and social media platforms to share updates.	Watson will continue to utilize E2Campus, a mass notification system, to keep the community informed of any changes or updates. Watson will also update its website and social media platforms to share updates.	Chief Development Officer	Communication system updates	
Other monitoring and screening practices	To be determined	To be determined	Pandemic Co-Coordinators	TBD	TBD

Other Considerations for Students and Staff

Summary OF Responses to Key Questions

On July 1, 2020, the Pennsylvania Department of Health issued an order requiring face masks to be worn in any public space, including inside a school building. This order is in effect indefinitely and the Watson Institute has been complying and will continue to comply with this order, as well as any and all orders from the Pennsylvania Department of Health and Allegheny County Health Department. As per the July 1, 2020 directive from the Pennsylvania Department of Health, face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Watson maintains a supply of washable cloth and disposable face masks/coverings at all locations for use by students and staff. Any student who cannot wear a mask or face shield due to a medical condition or disability should have this documented in the student's IEP. Due to the complex needs of the student population at the Watson Institute, staff are required to wear masks or face coverings when in the classroom with students, in common areas such as hallways, as well as dining facilities. Staff are not required to wear a mask or face covering when they are alone in their private office.

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	<p>Students and staff will be provided with 3 face coverings; they may provide their own if they prefer.</p> <p>Students not able to wear a mask due to health issues will have this exception documented in their IEP.</p> <p>Provide remote/distance learning opportunities for student population in consultation with parents and public health officials.</p> <p>Human Resources will work with staff who request special accommodations or support.</p> <p>Adhere to FERPA and HIPAA requirements.</p> <p>Students will be required to wear a mask in the classroom unless unable to do so.</p> <p>Establish a process for regular check-ins with families by social workers.</p>	<p>Students and staff will be provided with 3 face coverings; they may provide their own if they prefer.</p> <p>Students not able to wear a mask due to health issues will have this exception documented in their IEP.</p> <p>Administer a questionnaire to at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Administer a questionnaire to families to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p>	<p>Program Directors Director of Facilities</p> <p>VP of HR</p> <p>Program Directors</p>	<p>Training on Staff Expectations</p> <p>Policies Procedures</p> <p>PPE</p>	Y

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>Protecting students and staff at higher risk for severe illness (cont.)</p>	<p>Adhere to state and federal employment law and extended leave allowances.</p> <p>Offer an Employee Assistance Program to all staff members.</p> <p>Limit large group gatherings/interactions for vulnerable students and staff.</p>	<p>Provide remote/distance learning opportunities for student population in consultation with parents and public health officials.</p> <p>Human Resources will work with staff who request special accommodations or support.</p> <p>Adhere to FERPA and HIPAA requirements.</p> <p>Students will be required to wear a mask in the classroom unless unable to do so.</p> <p>Establish a process for regular check-ins with families by social workers.</p> <p>Adhere to state and federal employment law and extended leave allowances.</p> <p>Offer an Employee Assistance Program to all staff members.</p> <p>Limit large group gatherings/interactions for vulnerable students and staff.</p>	<p>Program Directors</p> <p>VP of HR</p> <p>Program Directors</p> <p>Program Directors</p> <p>Program Directors</p> <p>VP of HR</p> <p>VP of HR</p> <p>Program Directors</p>		

Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Infectious Disease Precautions & Personal Protective Equipment (PPE), including: pandemic & epidemic definitions, policy & procedural guidelines for maintaining a safe workplace environment and infectious disease precautions; environmental hygiene measures to prevent infectious diseases & reduce the transmission of influenza; considerations for wearing a cloth face mask to slow the spread of COVID-19; personal protective measures such as hand-washing supported w/a video reference; screening & testing guidelines for employees and students; Medical disclosure vs. the privacy rights (HIPAA & FERPA); Medical, personal & family leave guidelines; and federal & state resources for forming organizational guidelines that include FEMA, PEMA, USHHS and WHO	All employees	Pandemic Co- Coordinators	Remote	Trainers Learning Management System (LMS) Trainer Links and video references	TBD	TBD

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Staff training on expectations (transportation, monitoring for illness, cleaning/sanitizing, use of materials and resources, isolation/quarantine procedures)	All staff	Pandemic Co- Coordinators	Remote	Links to resources, MS teams	TBD	TBD
Review of COVID Policies/Procedures	All staff	Pandemic Co- Coordinators	Remote	Policies/Procedures	TBD	TBD
Online learning	Teachers	COO	Virtual and Face to Face sessions on instructional strategies	Microsoft Teams	August, 2020	June 2021
Online Learning	Parents and students	COO	Virtual and Face to Face sessions on instructional strategies	Microsoft Teams	August, 2020	June 2021

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
Health and Safety Protocols and Schedules	Parents and guardians	Chief Development Officer	Email E2Campus alert system Watson website social media channels	Immediately and ongoing	Ongoing
Surveys / Questionnaires	Parents and guardians; staff	Chief Development Officer Chief Operating Officer VP of HR	SurveyMonkey; communicated via E-2campus	7/7/20	Ongoing as needed
Updated Communications as needed	Parents and guardians, staff	Chief Development Officer Chief Operating Officer VP of HR	Email E2Campus alert system Watson website social media channels	As needed	As needed

Health and Safety Plan Summary: The Watson Institute

Anticipated Launch Date: August 18, 2020

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>In Yellow & Green Phases:</p> <p>Buildings will be cleaned and disinfected according to CDC guidelines using cleaning agents that are EPA-approved as effective against COVID-19.</p> <p>All custodial/maintenance staff and professional staff will be trained.</p> <p>Cleaning supplies will be provided teachers to regularly clean items throughout the day as needed. Hand sanitizer will available individually and in stations throughout common areas.</p> <p>Restrooms will be regularly cleaned throughout the day.</p> <p>Commonly-touched surfaces will be cleaned throughout the school day.</p> <p>Water fountains will be closed to students and staff except for water bottle filling stations. Use of individual water bottles from home or disposable plastic bottles will be encouraged.</p> <p>Staff in all school programs will work closely with districts/transportation providers to ensure the safety practices are consistently employed on all transportation vehicles.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p> <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>In the Yellow & Green Phases:</p> <p>Enrollment in distance learning, combined with more students being transported to school via personal means, will lead to fewer students being transported via school bus.</p> <p>Watson will strive to maintain a minimum of six feet of separation (per CDC guidelines) and use dividers.</p> <p>Transportation will be monitored to keep, to the fullest extent possible, social distancing. Staff in all school programs will work closely with districts/transportation providers to ensure the safety practices are consistently employed on all transportation vehicles.</p> <p>All meals will be individually-packaged.</p> <p>No group dining (cafeteria) will occur, meals will be eaten in the classroom.</p> <p>Personal hygiene and social distancing signage will be posted throughout the buildings.</p> <p>Items will not be shared to the extent possible, and if not possible, will be disinfected and sanitized.</p> <p>Capacity in group areas (conference rooms, etc.) will be reduced to promote social distancing. IEP and other meetings will be conducted remotely.</p> <p>Face masks will be worn by staff in the classroom; students will wear face coverings or masks unless unable to do so.</p> <p>No visitors will be permitted, and no field trips will be taken.</p>

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>In the Yellow & Green Phases: Watson will implement a system where students/families and staff members will conduct a daily self-check at home for symptoms of COVID-19.</p> <p>Students/families and staff will be sent a bi-weekly symptom check / history of exposure form.</p> <p>Individuals who are symptomatic in a school building will receive a health check, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return safely home.</p> <p>Watson will identify an isolation room within each school building to separate anyone who exhibits COVID-19 symptoms.</p> <p>School nurses will use Standard & Transmission-Based Precautions when caring for the ill.</p> <p>Watson will coordinate the transport of anyone who is sick to go home or to a healthcare facility.</p> <p>Watson will close off areas used by a sick person and follow CDC guidelines and/or health department guidelines before cleaning and disinfection.</p> <p>Watson will work with the county and state health departments to determine when students or staff should isolate or quarantine at home, as well as to determine when to notify staff and families of a possible case, and to determine when a sick individual should return to the building.</p> <p>Watson will utilize E-2Campus, a mass notification system, to keep stakeholders informed of any changes or updates.</p> <p>Watson will also update its website and social media platforms to provide updates.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>In Yellow & Green Phases:</p> <p>Follow the PA Department of Health July 1, 2020 order requiring face coverings to be worn in all public spaces, including inside school buildings, with exceptions as provided by law.</p> <p>Watson will administer a questionnaire to families with vulnerable children to gauge their intentions in returning to school in a traditional setting while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p> <p>Watson will provide remote/distance learning opportunities for our students in consultation with parents and school district partners.</p> <p>Watson will administer a questionnaire to at-risk staff members to gauge their intentions in returning to work while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors of the Watson Institute reviewed and approved the Phased School Reopening Health and Safety Plan on **August 5, 2020**.

The plan was approved by a vote of:

 14 Yes

 0 No

Affirmed on: **August 5, 2020**

By:

A handwritten signature in black ink, appearing to read 'Jeffrey Flick', is written over a faint, illegible printed name.

Jeffrey Flick
Chair, Board of Trustees

CLEANING CHECKLIST

Building: _____

Area: _____

Week Beginning: _____

<i>check when completed</i>	Mon	Tue	Wed	Thru	Fri
DAILY ACTIVITIES					
<i>remove trash and replace bag</i>					
<i>dust mop floor</i>					
<i>spot mop floor</i>					
<i>vacuum carpet</i>					
<i>clean/sanitize table tops</i>					
<i>clean/sanitize sinks</i>					
<i>address non-typical areas</i>					
<i>wipe down with sanitizing cleaner: phones, keyboards, door handles, light switches, other commonly touched surfaces</i>					
<i>sanitize room and all surfaces with sanitizing sprayer</i>					
<i>check paper towels</i>					
<i>check sanitizer supply near copier</i>					
<i>check sanitizer supply near laminator</i>					

<i>sanitize refrigerator(s), if applicable</i>					
Bathrooms					
<i>remove trash and replace bag</i>					
<i>dust mop floor</i>					
<i>wet mop floor</i>					
<i>clean toilet</i>					
<i>clean sink</i>					
<i>clean mirror</i>					
<i>clean changing table</i>					
<i>sanitize room and all surfaces with sanitizing sprayer</i>					
WEEKLY ACTIVITIES					
<i>wet mop floor</i>					
<i>clean desk tops</i>					
<i>initials daily</i>					
NOTES					