



# CHARTER SCHOOL OF EXCELLENCE

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## **Health and Safety Plan Summary: Charter School of Excellence**

**Initial Effective Date: 8-24-2020**

**Current Plan Date: 7-18-2023**

**Date of Last Review: 6-19-2023**

**Date of Last Revision: 1-17-2023**

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning? CSE will continue to enforce the health and safety plan, and collaborate with school stakeholder, as well as, government agencies to stay up-to-date with changing guidance in order to continuously and safely remain in-person for learning without spread of COVID-19. CSE will proactively educate K-12 school staff, educators, students, and families about the steps they can take to protect themselves and others to prevent the spread of COVID-19. Additionally, how staff, students, educators, and others in the school community can safely quarantine and/or isolate and monitor for symptoms.
2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services? CSE administration and other support staff will work to address our student social and emotional learning needs. Students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team to adjust planning to meet individualized needs. Direct instruction during the school year will be utilized to prepare students for expected hygiene protocols. Students and teachers of medically fragile and high risk will be monitored as needed by nursing staff. Student and staff social, emotional, and mental health needs will be addressed by nursing, mental health professionals, or a social and emotional learning screening process for programming and referrals for additional support.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>a. Universal and correct wearing of <u>masks</u>;</p>	<ul style="list-style-type: none"> <li>• CSE will follow state and local Department of Health, CDC, and/or PDE guidance for K-12 guidance on mask wearing.</li> <li>• The use of a face shield without the use of a mask is not recommended; face shields have not prevented respiratory droplet transmission and are not effective for preventing transmission of the virus that causes COVID-19.               <ul style="list-style-type: none"> <li>○ Exceptions include but are not limited to; under the age of 2, high intensity activities making breathing difficult, water activities where mask would be wet, extreme heat where heat-related illness is of concern, those with disability, medical condition, and or mask exempt from a physician.</li> <li>○ Accommodations students requiring a mask exemption will be made in partnership with the student's health care provider, school nurse, and Individual Education Plan (IEP)/Section 504 team.</li> </ul> </li> </ul> <p><i>Operational Strategy for K-12 Schools through Phased Prevention / CDC</i></p>
<p>b. Modifying facilities to allow for <u>physical distancing</u> (e.g., use of cohorts/podding);</p>	<ul style="list-style-type: none"> <li>• Following the CDC/PDE K-12 Operational Strategy which recommends 1 meter of physical distancing in schools.               <ul style="list-style-type: none"> <li>○ Physical barriers since the start of the 2021-2022 sy are no longer required or recommended.</li> <li>○ Physical barrier shields will be in place at the discretion of the individual assigned to that area.</li> </ul> </li> <li>• CSE will attempt to maintain distancing of at least 1 meter apart between students in classrooms during times of low, moderate, or substantial community transmission.</li> <li>• If physical distancing is necessary in an area, CSE is prepared to provide physical guides, such as tape on floors and signs on walls, to ensure that staff and children remain at least 1-2 meters apart in lines and at other times in common areas.</li> <li>• CSE may create "one-way routes," or designating areas of the hallway and stairways as flow paths to keep students separated when passing during times of higher transmission. CSE may also reconfiguring bell schedules to streamline foot traffic to limit congestion and increase distancing.</li> </ul>

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Requirement**

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	<ul style="list-style-type: none"><li>• CSE is prepared to provide mitigation strategies including room arrangements to maximize distance of 1-2 meters between students and 2 meters between students and adult employees. If necessary CSE may require assigned seating.</li><li>• CSE coordinates transportation with other LEA's from the student's district of residence. CSE will help enforce that busses will be boarded with students filling the back seats first to promote social distancing. Social distancing on the bus using staggered seating will be used to the max extend feasible. Parents will be encouraged to provide their own transportation.</li></ul>
<p>c. <u>Handwashing and respiratory etiquette;</u></p>	<p>Operational Strategy for K-12 Schools through Phased Prevention I CDC</p> <ul style="list-style-type: none"><li>• Schools nursing will review proper handwashing using age appropriate 6-12 lessons with soap and water for at least 20 seconds at the beginning of the year and or sanitizing with at least 60% alcohol content when soap and water not available to promote hand hygiene.</li><li>• Signs displayed to remind staff and students about proper handwashing throughout buildings additional opportunities provided to students for hygiene/hand-washing (breaks for washing, hand sanitizer available)</li><li>• In addition, proper respiratory etiquette will be reviewed and reinforced by nursing and building staff during the 2023 - 2024 school year following the CDC/PDE guidance. Covering your mouth and nose when coughing or sneezing with proper handwashing.</li></ul>
<p>d. <u>Cleaning and maintaining healthy facilities, including improving ventilation;</u></p>	<ul style="list-style-type: none"><li>• Refer to CSE Cleaning and Disinfecting Guidance 6-15-20 - Appendix A</li><li>• Refer to Appendix B - HVAC Cleaning and Disinfecting plan</li></ul> <p>In addition:</p> <ul style="list-style-type: none"><li>• High touch surfaces, restrooms and community areas will be cleaned at least once daily using disinfectant.</li><li>• Disinfectant and hand sanitizer will be provided to each classroom for daily use.</li><li>• Drinking fountains are available for normal use during times of low or moderate C-19 community infection. CSE will initiate adjusted drinking fountain usage in times of "high" C-19 community infection status or if CSE Administration deems necessary. The adjusted usage adapts to fill water bottles or cups in all buildings and normal fountain usage will be shut off. Signage will be posted at each drinking fountain to instruct proper use. All drinking fountains will be sanitized frequently throughout the day.</li><li>• Sanitization of cafeterias will occur between each scheduled lunch.</li></ul>

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- Open windows to increase air circulation in the area when possible, including transportation vehicles.
  - All preventative maintenance has been conducted on all HVAC equipment to ensure proper airflow and I filtering. All systems are code compliant with all PA Building Codes. HVAC system to be set to bring in as much outdoor air as will safely allow.
- e. Contact tracing in combination and with isolation and quarantine, in collaboration with the State and local health departments;
- All students/parents and staff will be asked to self-screen prior to coming to school using the COVID-19 CSE screening tool.
  - Students/parents and staff are instructed to stay home if they are sick. All staff and students will be monitored for symptoms. Temperature checking will be available for anyone requesting or anyone showing symptoms.
  - 100 degrees or higher will be sent to the nurse's office to be assessed for potential dismissal home.
  - Isolation following local/state guidelines will occur if anyone is symptomatic until they complete necessary requirements by PA PDE/DOH to return to school.
  - Isolation areas are established for staff and students who are symptomatic. They will be sent home for isolation following local health department guidelines. Special disinfecting will occur following the use of any of these areas.
  - Parents will be communicated about the requirement to pick up students if contacted who are exhibiting symptoms.
  - All local and state health department guidelines will continue to be updated and followed as changes occur.
  - Students and staff will be required to isolate per the DOH guidelines.
  - CSE will use local, state, and CDC guidance when considering an intermittent building closure for COVID-19. This includes but is not limited to; if any one building experiences rapid and or uncontrolled spread of COVID-19 related to a cluster transmission. Operational Strategy for K-12 Schools through Phased Prevention I CDC. The final decision to close or shift to alternate forms of education is a local LEA decision made by the CSE school administration team.
  - CSE website will be utilized to share any necessary information with parents, staff and community following PA PDE/DOH guidelines.
- f. Diagnostic and screening
- CSE is following the CDC/PDE K-12 Operational Strategy and will advise students, teachers, and staff to stay home if they are sick or if they have been exposed to SARS-CoV-2.

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<p>testing;</p> <p>g. <u>Efforts to provide vaccinations to school communities;</u></p>	<ul style="list-style-type: none"><li>• CSE will refer symptomatic individuals to talk to their healthcare provider for clinical evaluation and diagnostic testing. Operational Strategy for K-12 Schools through Phased Prevention I CDC I</li><li>• If a student, teacher, or staff member becomes sick at school, they will be isolated until departure to home, and referral guidance letter for further evaluation will be sent home with student. This provides guidance on initiating diagnostic testing strategies, clinical evaluation, and return to school requirements.</li><li>• If a student, teacher, or staff member reports a new COVID-19 diagnosis, isolation dates will be given in coordination with the Department of Health's guidelines. The individual will be required to complete the necessary isolation prior to return.</li><li>• CSE continues to promote COVID-19 vaccination through education to students, staff, and the community- CSE is committed to the health and safety of students, staff, and their families and will assist anyone needing information on vaccination availability. This aligns with PA PDE and DOH guidance in increasing vaccine access through PA's Vaccination Plan.</li></ul>
<p>h. <u>Appropriate accommodations for students with disabilities with respect to health and safety policies; and</u></p>	<p><i>Operational Strategy for K-12 Schools through Phased Prevention I CDC</i></p> <ul style="list-style-type: none"><li>• Identification of those students at higher risk for severe illness will be determined by parent response to CSE informational letter, "Return to School for High Risk Students" (see Appendix C) mailed home to all students and posted on CSE school website.</li><li>• Parents should obtain signed medical documentation from their child's physician identifying any additional precautions or safety measures necessary for their child at school.</li><li>• This documentation should be returned to the school nurse and the plan will be discussed with parent and student and then implemented accordingly.</li><li>• Students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the student support team, to address their unique and individualized needs.</li><li>• Visual schedules and reminders will be developed for students who benefit from visual cueing. Direct instruction to prepare students for expected hygiene protocols, respiratory etiquette, and social distancing.</li></ul> <p><i>Operational Strategy for K-12 Schools through Phased Prevention I CDC</i></p>

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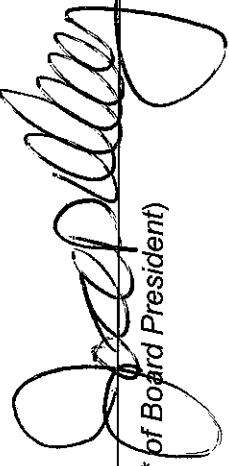
- i. Coordination with state and local health officials.
  - CSE will collaborate with local, state, and Center for Disease Control guidance to ensure compliance with applicable laws related to COVID-19 and related activities.
  - CSE Pandemic Coordinator will collaborate with Erie County Department of Health report COVID-19 cases to the health department, in accordance with applicable privacy laws and the collection/sharing of information.
  - Students, staff, and educators diagnosed with COVID-19 will isolate and stay away from the school district premises until requirements for end of isolation are met.
  - All activities and information by CSE to promote healthy behavior, maintain healthy environments, and prevent spread of COVID-19 will be consistent with applicable federal, state, tribal, local, and territorial privacy, public health, health/medical, and workplace laws and regulations. Athletics will follow CDC guidance during the 2023-2024 school year.

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Charter School of Excellence reviewed and approved the Health and Safety Plan on July 18, 2023.

The plan was approved by a vote of:  Yes  No  
7 Yes 0 No

Affirmed on: July 18, 2023

By:   
(Signature\* of Board President)

Mr. Josh Maloney  
(Print Name of Board President)

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

## Appendix A

# Charter School of Excellence

## Cleaning and Disinfecting Guidance for COVID-19

### Cleaning Staff:

- Should wear disposable gloves and cleaning clothing for all tasks in the cleaning process, including handling trash.
- Safety Glasses should be used when necessary
- Throw gloves away after use in appropriate trash receptacle. Cleaning garbs dropped off at Skills for washing and replenish as needed.
- Clean hands often, including immediately after removing gloves and after contact with any ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Additional times to clean hands:
- Follow normal preventive actions while at work, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands. Clean hands after blowing one's nose, coughing, or sneezing.

### Approved CSE Disinfectant and Cleaning Products:

- Bleach 1/3 cup/5 Tbsp per gallon or 4 tsp per quart
- Clorox wipes – great for technology, items on walls, and most quick cleaning needs
- RX – 44 – 2 oz per gallon or .5 oz per quart – used for most porous surfaces or anywhere bleach shall not be used
- Dish Soap – for cleaning purposes prior to disinfectant
- Windex – window or glass surfaces for cleaning or following disinfection process

### Dwell Time: Amt of time product should remain on surface before wiping.

- The Bleach and RX-44 solutions should dwell on the surface for at least 2 minutes prior to wiping.
- The Clorox wipes should dwell on the surface and air dry.

### Items used When Mixing:

- Utilize the handheld spray bottles and disposable rags and mix per instructions above.
- Use buckets and disposable rags and mix per instructions above
- Measuring device for mixing



**Cleaning vs Disinfecting:**

- Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work. Items/areas should be relatively clean before disinfecting using any antibacterial soap.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use the diluted bleach solution, XR-44 solution, or Clorox Wipes. Never mix household bleach with ammonia or any other cleanser. Open windows for ventilation when you can.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

**High touch surfaces that should be cleaned frequently:**

- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

**Technology equipment:**

- Use Clorox Wipes or alcohol based wipes/cleaner with at least 70% alcohol.
- If using an alcohol spray: spray product on rag and then wipe surface. Do not spray directly on the surface.

**Classroom Sanitizing Prior to Meal Times:**

- The teacher will ensure their classroom is properly disinfected prior to breakfast.
- When proceeding to lunch the classroom teacher will ensure all desk surfaces have been cleaned and disinfected. All students will line up in appropriate area while maintaining distancing. A student volunteer is permitted to assist the teacher. The teacher and student volunteer will clean and disinfect the student desks in preparation for lunch. Only the teacher will be permitted to spray the cleaner.

**Classroom Checklist**

- Doors, knobs, door frame window.
- Whiteboards
- Shelving
- Cabinets/Files-handles and surfaces
- Cables/Cords
- Headsets/Headphones
- Switch Covers- Use caution with electrical outlets
- Windows should be cleaned and disinfected (with dwell time) and possibly cleaned again of streaks. (Windex alone does not kill the virus)
- Walls/baseboards – from floor to at least 6' high
- Student Desks/tables – entire surface including underneath, legs, etc
- Teacher Desk – all items on and around desk
- Shared Writing Instruments-Markers, pens, pencils shared by students

- Shelving – remove and wipe all items on shelf, wipe shelving unit
- Technology (DO NOT SPRAY ANY PRODUCT ON TECHNOLOGY SURFACE)
  - Laptop cart – entire surface
  - Chromebooks/laptops/keyboards – Clorox Wipes (no direct spray)
  - Smart board – (do not wipe or touch lens) Clorox wipes or damp rag w/ cleaner (no direct spray)
  - Projector - Clorox wipes or damp rag w/ cleaner (no direct spray)
  - Elmo/3d printer/printers/cameras/video/monitors/anything tech - Clorox wipes or damp rag w/ cleaner (no direct spray)
- Items on walls – wiped w/ Clorox Wipes and remain on the wall. If type paper or anything not compatible w/ being wiped then take
- Textbooks and other classroom resources – wiped with Clorox Wipes or damp rag w/ cleaner (no direct spray)
- Purell dispensers
- Waste Basket- Washed and wiped down

**Office Checklist:**

- Doors, knobs, door frame window.
- Whiteboards
- Cabinets/Files-handles and surfaces
- Cables/Cords
- Switch Covers- Use caution with electrical outlets
- shelving
- Windows should be cleaned and disinfected (with dwell time) and possibly cleaned again of streaks. (Windex alone does not kill the virus)
- Walls/baseboards – from floor to at least 6' high
- Desk – all items on and around desk
- Shelving – remove and wipe all items on shelf, wipe shelving unit
- Technology (DO NOT SPRAY ANY PRODUCT ON TECHNOLOGY SURFACE)
  - Laptop cart – entire surface
  - Chromebooks/laptops/keyboards – Clorox Wipes (no direct spray)
  - printers/cameras/video/monitors/anything tech - Clorox wipes or damp rag w/ cleaner (no direct spray)
- Items on walls – wiped w/ Clorox Wipes and remain on the wall. If type paper or anything not compatible w/ being wiped then take
- Waste Basket- Washed and wiped down

**Café and Kitchen Area:**

- Metz will be responsible for the kitchen and serving lines. Any area at the Skills Center used for Culinary but not used by Metz is CSE responsibility.
- Café – all parts of tables and seating
- Floors swept and mopped
- Windows should be cleaned and disinfected (with dwell time) and possibly cleaned again of streaks. (Windex alone does not kill the virus)

- Walls/baseboards – from floor to at least 6' high
- Student recreational devices – i.e. Foos ball
- Purell dispensers

**Common Areas and Hallways:**

- Sitting areas – all surface area
- Lockers – all outside surface area
- Coat racks – all surface area
- Display areas – brochures, trophies
- Floors – swept/vacuumed and misted for disinfection (hold off on misting until green light on product is given)
- Garbage containers
- Purell dispensers

**Bathrooms:**

- Walls/baseboards – from floor to at least 6' high, including stall walls
- Toilets and urinals
- Sink
- Mirror
- Towel dispenser
- Garbage containers

**Fitness Center:**

- Windows should be cleaned and disinfected (with dwell time) and possibly cleaned again of streaks. (Windex alone does not kill the virus)
- Walls/baseboards – from floor to at least 6' high
- All table or desk areas – all surface area
- Exercise equipment – all surface area
- Mats – all surface area

**Laundry:**

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

## Appendix B

### CSE HVAC Cleaning and Disinfecting Plan

#### Overview

Site	Specific Location	Type of system	Recommendation for Cleaning, Disinfecting, or Filtration
Leadership	All Areas	5 roof top units that service CSE and 2 additional are shared between Perseus House and CSE.	<p>Change filters from a one year basis to quarterly. Also a shift from a basic filter to a MERV 13 filter, which is the highest possible filtration for these units to operate properly. CSE is also working with TRAIN to assess the whole system and make further recommendations i.e. adding fresh air daily, bipolar ionization and continuous running of HVAC systems.</p> <p>Current exhaust fans in the bathrooms and kitchen space should run continuously.</p>
Skills Center	<p>Phase I</p> <p>Phase II and III</p>	<p>40 Heat Pumps</p> <p>3 Split Systems – forced air and ventilation</p>	<p>Altair has reviewed the Tower document and are discussing with RABE's team the following:</p> <p>RTU filters are changed quarterly. Altair and Rabe are evaluating filter types and may be adjusting what MERV level is used (this requires some additional analysis and Altair is working with RABE as not all systems can handle the same level of filter).</p> <p>The fresh air intake system was designed to code and provides ~20CFM per desk.</p> <p>Altair, Griffith Properties and RABE are all working together to</p>

			make informed decisions on which procedures will need to be adjusted and upgraded.
<b>Discovery Center</b>	<b>Upstairs</b>	8 Heat Pump units	<p>Altair has reviewed the Tower document and are discussing with RABE's team the following:</p> <p>RTU filters are changed quarterly. Altair and Rabe are evaluating filter types and may be adjusting what MERV level is used (this requires some additional analysis and Altair is working with RABE as not all systems can handle the same level of filter).</p> <p>The fresh air intake system was designed to code and provides ~20CFM per desk.</p> <p>Altair, Griffith Properties and RABE are all working together to make informed decisions on which procedures will need to be adjusted and upgraded.</p> <p>Look into additional air handling for this space.</p>
	<b>Downstairs</b>	2 forced air units	
	<b>Multi-purpose area</b>		

References:

1. Tower Engineering Inc. "COVID-19: HVAC System Considerations" July 2020.
2. CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

## Appendix C



# CHARTER SCHOOL OF EXCELLENCE

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Administration, 1511 Peach Street, Erie, PA 16501 ~ (814) 480-5954 voice ~ (814) 454-9859 fax

July 18, 2023

To: Parents/Guardians of students attending the Charter School of Excellence

From: Christopher Fortin, Director of Pupil Services

Reason: Return to school planning for students who may be at higher risk for severe infection

As we plan for a return to school in the fall of 2023, CSE has developed a Health and Safety Plan to address the needs of our students and staff. As part of our plan, we are required to determine if additional measures are necessary to protect any student who may be at a higher risk of severe infection.

The Center for Disease Control (CDC) has identified the following conditions being associated with a risk of severe infection (7/5/2022):

- Bronchiectasis
- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Cystic Fibrosis
- Type 1 or 2 diabetes mellitus
- Down Syndrome
- HIV infection
- Immunocompromised state (weakened immune system) from solid organ transplant
- Serious heart conditions (such as heart failure, coronary artery disease, or cardiomyopathies)
- Interstitial lung disease
- Neurological conditions
- Liver disease
- Overweight and obesity (body mass index of 25 or higher)
- Physical Inactivity
- Pregnancy
- Primary Immunodeficiencies
- Sickle cell disease
- Smoking, current or former
- Solid organ or blood stem cell transplant
- Stroke or cerebrovascular disease, which affects blood flow to the brain
- Substance use disorders
- Thalassemia

Should you believe that your child is “at risk of severe infection” or that you are unsure, we are asking that you discuss this with your child’s physician, and, if necessary, obtain a letter that identifies any additional precautions or safety measures necessary to address their needs. The current return to school plan is posted at [www.charterschoolofexcellence.org](http://www.charterschoolofexcellence.org). Generally speaking, the plan reflects the best available data and evidence on maximizing educational opportunities while mitigating disease spread. For example, students and staff will be required to practice universal precautions and social distancing upon a return to school.

Please send the physician letter directly to our Lead School Nurse as a scanned document attached to an email (preferred), or send in the US Mail to the Skills Center, Charter School of Excellence 1309 French St. Erie, PA 16501.

Sincerely,

*Christopher Fortin*

Christopher Fortin  
Director of Pupil Services  
Charter School of Excellence  
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[cfortin@phcse.org](mailto:cfortin@phcse.org)