



Merion Mercy Academy 2020-2021 School Reopening Health and Safety Plan SUMMARY

Date: August 18, 2020

Following is a summary of the Merion Mercy Academy Health and Safety Plan for the reopening of school for 2020-2021 which was approved by the Merion Mercy Academy Board of Trustees and filed with the State of Pennsylvania Department of Education. It is a synopsis of the guidelines established for all instructional and non-instructional school reopening activities.

Health and Safety Plan Summary: **Merion Mercy Academy**

Facilities Cleaning, Sanitizing and Disinfecting and Ventilation

Requirements	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>	<ul style="list-style-type: none"> MMA has thoroughly disinfected the building in preparation for the faculty, staff and students' arrival on August 31, 2020. Extraneous furniture and accessories have been removed to decrease the number of surfaces that need to be disinfected and create more space. In addition, all unit ventilators have been evaluated and all filters will be upgraded to the maximum filtration possible. HVAC systems have been modified to increase the amount of outside air into the building in accordance with guidelines established by the CDC and American Society of Heating Refrigeration and Air-Conditioning and Engineers (ASHRAE). Finally, doors and windows will be kept open during the day if feasible and fans will be used as intake and exhaust to increase air circulation in these spaces. MMA has worked with its cleaning vendors to ensure that it has an ample supply of CDC and OSHA compliant cleaning supplies that are effective at eliminating COVID-19. Additional daytime cleaning staff have been retained to ensure

	<p>classrooms, restrooms, and hallways are disinfected throughout the day with an emphasis on high touch areas like: light switches and faceplates, door knobs and handles, toilets, sinks, desks and floors. Drinking fountains have been disabled.</p> <ul style="list-style-type: none"> • A cleaning and disinfecting schedule has been established for both day and evening which will be logged and documented. • Cleaning personnel will thoroughly deep clean and sanitize the entire facility after the faculty, staff and students leave for the day. • School-provided transportation will be thoroughly cleaned and disinfected in between uses. • Custodial staff and other staff responsible for cleaning and disinfecting school surfaces and objects will be trained on manufacturer’s directions, OSHA requirements for safe use. Custodial staff and other staff responsible for cleaning and disinfecting will be equipped with appropriate personal protective equipment. • MMA is participating in a series of drills prior to opening school in which all protocols will be tested and measured for efficiency and effectiveness. Maintenance supervisor will monitor maintenance staff through routine inspections of all areas of the school.
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Social Distancing and Other Safety Protocols

Requirements	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>	<ul style="list-style-type: none"> • Classes have been divided into two sections with sections no larger than 12 students. Students’ desks in these sections have been spaced six (6) feet apart, facing the same direction per PA DEP guidance and seating charts will be maintained. All non-essential furniture has been removed and faculty desks have been replaced with podiums which will be placed more than six feet from student desks. • Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities. • Physical education and music education have been moved online. • Online class attendance is offered as an option for all students for all classes. • Sharing of office workspaces has been eliminated. • Staff that are able to telework will remain at home.
<p>* Restricting the use of cafeterias and other congregate settings, and</p>	<ul style="list-style-type: none"> • Students will eat lunch in classrooms or outside. No cafeteria service will be available. Students may pack their own lunches or pre order lunches which will be delivered.

<p>serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> • Faculty members will monitor students during lunch in order to ensure that six (6) of social distance is maintained.
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> • COVID-19 approved hand sanitizer will be available to all students and employees in multiple locations throughout the school. • Students, faculty and staff will be provided frequent opportunities to sanitize their hands. • Training on CDC protocols will be conducted during Faculty/Staff at opening of school meetings and students' orientation sessions.
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Signage will be placed in classrooms, offices, hallways, restrooms and public areas to reinforce health and safety rules regarding face coverings, hand hygiene and social distancing. • Signs marking six (6) feet of distance will be placed in hallways throughout the school.
<p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<ul style="list-style-type: none"> • N/A: The school does not have recess • Physical education will operate in a modified context. The physical components of PE and Yoga classes will be online.
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> • Extra supplies have been ordered to limit the sharing of student materials • Materials that are shared will be disinfected in between use. • Students will bring their own technology devices. • Classrooms will be stocked with cleaning supplies. Gloves will be worn if students need to share equipment and will wash hands/use hand sanitizer before and after use. (i.e. science labs)
<p>Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> • Hallway floors will be marked in one direction to minimize congestion and help traffic flow • The use of lockers will be prohibited to prevent congregation of students in hallways.. • Identified entrances and exits will be used by specific groups to reduce traffic. • Staircases will be clearly marked as "up only" or "down only" to prevent congestion. • Employees will be discouraged from congregating in common planning areas or staff lounges where 6' distancing cannot be achieved.
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> • Arrival and dismissal protocols have been developed to minimize congestion. • Staggered times for afternoon departure will be implemented. • All students and vehicle drivers will be required to wear face coverings. Ridership has been reduced and no more than 2

	<p>students will be seated per row. The first row of seating will remain empty and seat assignments will be required per PA DEP guidance.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> • A hybrid class schedule will reduce the number of students in the building on any given day. Students assigned to in person instruction two days a week. • No field trips, assemblies or large group gatherings will be permitted.
<p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> • Plexiglass barriers will be installed in offices and high traffic areas. • School events such as Back-to-School night, admissions events, faculty and staff meetings, etc. will take place virtually. • Classes to be held outdoors when possible. • Students will have assigned seating per PDE guidance in all classrooms and attendance will be taken to assist the Board of Health with potential contact tracing. • The Opening School Taskforce will continue to meet to reassess procedures for all areas to ensure the safety of students and employees.

Monitoring Student and Staff Health

Requirements	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<ul style="list-style-type: none"> • The School will engage in ongoing communication to all constituencies about a shared responsibility for health and safety and the importance of remaining at home when sick. • Students and staff will be made aware of the signs and symptoms of COVID-19 and encouraged to contact the nurse immediately if feeling symptomatic. • Students will be required to sign “Merion Mercy COVID-19 Student Pledge” acknowledging protocols and safety procedures for preventing spread of COVID-19. • All faculty, students and staff will complete a pre-entry screening questionnaire (including a temperature check) daily prior to departing for school via the RUVNA application. • The RUVNA QR code must be presented for building entry. • Random temperature checks may take place during the school day. • Attendance policies have been modified and employees and students will be required to stay at home from school if they:

	<ul style="list-style-type: none"> ○ Have a fever that is 100.0° or higher, or have had a fever within the past 24 hours per CDC guidelines (must be without the use of fever reducing medication). ○ Have experienced the CDC identified symptoms of COVID-19 (e.x.: cough, shortness of breath, sore throat, vomiting, diarrhea, etc.) within the past 72 hours. ○ Live with someone who has a cough, shortness of breath, sore throat, vomiting, diarrhea within the past 72 hours. ○ Have had close contact in the past 14 days with anyone who tested positive for COVID-19, is in the process of being tested, or is self isolating because of a suspected COVID-19 infection.
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> ● The staff will be trained on protocols for students who are exhibiting symptoms of COVID-19. ● The School Nurse will give students who are exhibiting symptoms of COVID-19 information about testing and help them arrange for COVID-19 PCR test if needed. ● An isolation room will be designated to quarantine students who exhibit symptoms of COVID-19 or who have had known exposure. ● The School will maintain appropriate personal protective equipment (PPE) for use when individuals become ill. ● Area(s) used by a person with symptoms of Covid-19 will be immediately closed off and will not be used until complete cleaning and disinfection takes place. – see Cleaning and Disinfecting for Schools ● Individuals who exhibit symptoms of COVID-19 or have a temperature of 100.4 or higher will be sent home and asked to contact their physician or appropriate healthcare professional for direction; ● The nurse will provide guidance for self-isolation at home and guidelines for returning to school – Exclusion From and Return to School Requirements; ● If an individual requires transportation by an ambulance, ambulance and hospital will be alerted that the person may have COVID-19. ● If known COVID-19 exposure has occurred or is suspected , Montgomery County Department of Public Health will be notified.
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> ● Students and employees with COVID-19 will not be permitted to return to school unless they have met the most current CDC and Montgomery County Department of Health criteria to return.
<p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<ul style="list-style-type: none"> ● Changes to safety protocols and school closures will be communicated via the Merion Mercy Academy website ● The RUVNA application and emails/phone calls/text messaging will be used to alert the Merion Mercy community about school closures.

Other Considerations for Students and Staff

Requirements	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p>	<ul style="list-style-type: none"> • Students who are at high risk for severe illness have the option of virtual learning instead of attending school in person. • The faculty and staff will be surveyed and employees at higher risk for severe illness will meet with the human resource officer to engage in an interactive ADA process. • Student attendance policies will be modified to allow for flexibility in student attendance. • High risk non-essential staff will work from home if possible. • Teachers will wear masks and be given face shields for additional protection. • Movement in and out of classrooms will be limited by block schedule.
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> • All employees will be required to wear a face mask while at school. • Employees in offices will wear masks entering/leaving the building and when moving about the building or in their workspace within 6 feet of another person without a plexiglass barrier in place. • Faculty will wear a mask with the option for a face shield (provided by school) in addition to the mask when teaching in classrooms. When teaching outdoors with 6ft distancing masks may be removed. • See Order of the Secretary of Pennsylvania Department of Health Requiring Universal Face Coverings
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> • Students will be required to wear face masks at all times while in the school building except for when eating lunch at their desks in the classrooms where six (6) feet of social distancing is in place. Face masks may be removed when outdoors for class with six (6) feet of social distance. • Students will provide their own face masks. The school will provide guidelines for masks and will have a supply of face masks on hand should the student's mask break or become soiled. Students will be asked to wash or replace their face masks each night. • See Order of the Secretary of Pennsylvania Department of Health Requiring Universal Face Coverings • Virtual learning will be available for any student who is unable to wear a mask.
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>n/a</p>

Strategic deployment of staff

- Substitute employees will be trained regarding safety protocols.
- Critical job functions and positions have been identified and plans are in place for alternative coverage through cross-training staff.
- Staff may be redeployed to cover asynchronous study space created in Dining Commons.