

Return to School 2020

Action Plan

School Name: **Elk County Catholic High School & St. Marys Catholic Middle School**

City **Saint Marys**



Diocese of Erie

We know that all things work for good for those who love God,
who are called according to his purpose.

Romans 8:28

School/System's Mission Statement

The Catholic Schools in the Diocese of Erie, in collaboration with family, parish, and community, educate our youth to be well informed citizens with critical thinking skills that will prepare them to live virtuous lives. In faithfulness to the teachings of Christ and His Church, students will be invited to know, love, and serve God in order to evangelize in a global society. Through a safe, nurturing environment, students are challenged academically, provided opportunities to explore the arts and athletics, and inspired to develop a heart that is open to service.

Elk County Catholic School System, an educational ministry of the Diocese of Erie, rooted in the Gospel of Jesus Christ, is committed to the highest standards of academic excellence. With God as our constant source of inspiration, our mission is to develop the whole student in mind, body, and spirit while nurturing the values of knowledge, peace, and holiness

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Return to School Planning Committee

There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone.
 To each individual, the manifestation of the Spirit is given for some benefit.

1 Corinthians 12: 4-7

The Return to School Planning Committee should be comprised of individuals with the authority to develop workable solutions outlined in the return to school planning guide.

Identify participants on the Return to School Planning Committee and if they are on a school-level subcommittee. Indicate the specific school-level point of contact by placing an asterisk (*) next to his/her name. Subcommittee Examples: Wellness, Instruction, Facilities, School Operations, and Technology

Name of Team Member	Subcommittee Assignment	Role (Teacher, Maintenance Staff, Donor, Health Professional)
John Schneider	Operations, Facilities*, Instruction, Catholic Identity, Technology, Wellness	Middle and High School Principal
Sam MacDonald	Operations, Facilities Finance*, Advancement	School System President
Dana Gebauer	Instruction*, Operations	Director of Activities, Teacher
Danielle Fledderman	Operations, Instruction	High School Assistant Principal
Sharon Minnick	Operations, Instruction	Middle School Assistant Principal
Aaron Straub	Facilities, Operations	Athletic Director
Marlene Stubber	Technology*	ECCSS Technology Coordinator
Lisa Dagher	Wellness*	HS Counselor, MS Teacher
Jill Struble	Wellness*	HS Counselor

Sue Jansen	Advancement*	Advancement Director
Bob Breindel	Finance	Finance Director
Jennifer Meyer	Catholic Identity*	Theology Teacher, Campus Minister
Fr. Ross Miceli	Catholic Identity	Latin Teacher, Campus Minister
Mrs. Kim Schlimm	Wellness	Food Service Manager
Mrs. Janelle Castellano	Wellness	School Nurse
Mr. Ralph Swackhammer	Facilities, Operations	Maintenance Supervisor
Mrs. Laura Anderson	Instruction	Teacher, Department Coordinator
Mrs. Elaine Brem	Instruction	Teacher, Department Coordinator
Mrs. Marsan O'Leary	Instruction	Teacher
Mr. Dane Peterson	Technology	IT- Technician

Vision Statement

Entrust your works to the LORD, and your plans will succeed.

Proverbs 16:3

The Vision of the Elk County Catholic School System on returning to school in August 2020

Prudence, justice, fortitude and our shared Catholic values will be the guiding virtues that will direct planning, assessing the situation, and determining best practices.

A risk-mitigation approach will be used to maximize educational opportunities and to create an environment that promotes the health, safety, and wellness of students, teachers, staff, families, and the wider community.

Communication with parents and students will be a foundational aspect of all phases of planning, implementation and evaluation.

The Catholic school governance structure allows for our schools to be responsive in making decisions related to safe school operations and providing excellence in Catholic education.

Our hallmark family atmosphere will provide students with adult role models that have a positive, reassuring, and faith-filled outlook.

Action Plan

Your minds, then, must be sober and ready for action; put all your hope in the grace brought to you by the revelation of Jesus Christ.

1Peter 1:13

Each Action Plan is written in subsections:

Section A: Governance

Section B: Wellness

Section C: Instruction

Section D: Facilities

Section E: School Operations

Section F: Technology

Section G: Catholic Identity

Section H: Finance

Section I: Advancement, Enrollment and Fundraising

Action Plan Column Headings:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the considerations under the guidelines outlined for counties in yellow.
- **Action Steps under Green Phase:** Identify the discrete action steps required to prepare for and implement the considerations under the guidelines outlined for counties in green. If implementation of the requirement will be the same regardless of county designation, then type "same as Yellow" in this cell.
- **Lead Individual:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Timeline:** State the date or month this task needs to be completed.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** Indicate (Y/N) if professional development for staff, students, families, or other stakeholders is necessary in order to implement this requirement effectively.

Section A: Governance

Summary of Governance Action Plan

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Amend the school/system's Emergency Operational Plan (EOP)	Addition of protocols for screening, quarantine, and return to school	Addition of protocols for screening, quarantine, and return to school	John Schneider	8/1/20	CDC Guidelines	N
2. Communicate changes to EOP to all stakeholders	Communicate changes through publishing Action Plan	Communicate changes through publishing Action Plan	John Schneider	8/13/20	Return to School Action Plan	N
3. Establish a consistent and ongoing meeting schedule	Groups will hold regular meetings and share information for feedback electronically	Groups will hold regular meetings and share information for feedback electronically	John Schneider	7/1/20		N
4. Submit plan for pastor or Board approval	Complete Plans	Complete Plans	John Schneider	7/15/20		N
5. Submit plan sections Facilities & Operations for CSO review	Complete Plans	Complete Plans	John Schneider	7/15/20		N

Section B: Wellness

Committee Members: Lisa Dagher, Jill Struble, Kim Schlimm, Janelle Castellano, School Nurse, John Schneider, Tana Funair, Dickinson Center Inc.

Lead for mental health concerns: Jill Struble

Lead for physical health and safety concerns: John Schneider *(This could be the same person assigned in the School Operations Section.)*

Key Questions:

A. Mental Health Prevention and Mitigation:

1. How will you include ongoing opportunities to address mental health concerns related to COVID-19 for students and staff?
2. What systems do you have in place for referring students or staff who are having mental health concerns?
3. How will you train your staff about common signals of distress associated with exposure to a traumatic event such as COVID-19?

B. Physical Health and Safety:

4. What is the quarantine plan for possible COVID-19 exposure in building?
5. What is the reporting plan of action for possible COVID-19 exposure in school setting, and through third party exposure?
6. What is the plan for ensuring immediate transportation to appropriate facilities for staff and students with symptoms?

Summary of Responses to Wellness Key Questions:

SMCMS and ECCHS will continue to utilize the SAP process to identify and address mental health concerns for students. Additional training and resources will be made available to staff to help identify students who are of concern. That training will include common signals of distress associated with traumatic events. The school will utilize local providers/partners in order to assist with this training. Staff will be provided with information on programs that are available to help them with their mental health concerns.

In the event that a student or staff member must be placed into quarantine would be to identify a space to isolate the individual, that would be stocked with any necessary supplies that would be in close proximity to the school office/nurse's office. In the event of a confirmed COVID-19 infectious individual being present on the school campus, staff and families will be informed that a COVID19 was on the school premises while infectious. This will be done in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all

other state and federal laws. Students or staff that are symptomatic will remain in the quarantine area under supervision until that individual can be transported from the facility using the established transportation procedures.

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Gather COVID-19 mental health resources and share with staff and families	Local Mental Health providers will be contacted in order to gather information on the services available for students, families and staff.	Local Mental Health providers will be contacted in order to gather information on the services available for students, families and staff.	Jill Struble	8/13/20	N	N
2. Update the mental health referral process and procedures for students to ensure effectiveness in all three potential modes	For students, continue to follow the SAP process for identifying any students exhibiting anxiety. Staff - investigate EAP Program.	For students, continue to follow the SAP process for identifying any students exhibiting anxiety. Staff - investigate EAP Program.	Jill Struble - HS Sharon Minnick - MS	8/13/20	N	N
3. Collaborate with local mental health providers to establish appropriate referral options	Referral options exist through current programs, SAP and HOPE, will follow up with local providers concerning any increased access or additional programs.	Referral options exist through current programs, SAP and HOPE, will follow up with local providers concerning any increased access or additional programs.	Jill Struble	8/13/20	N	N
4. Determine staff training needs related to social emotional learning and	Work with local providers to establish training for faculty and staff on identifying any students with mental health	Work with local providers to establish training for faculty and staff on identifying any students with mental health	Jill Struble	7/31/20	N	Y

mental health concerns, and work with CSO to plan and provide professional development for students and staff	concerns and a review of the referral process.	concerns and a review of the referral process.				
5. Develop daily health and safety screening protocols and procedures, including documentation requirements, as they relate to COVID-19	Please see section 3A & 3B of Appendix	Please see section 3A & 3B of Appendix	John Schneider	7/15/2020	See Appendix section 3A & 3B	Y

Section C: Instruction

Committee Members: Dana Gebauer, Danielle Flederman, Sharon Minnick, John Schneider, Laura Anderson, Elaine Brem, Marsan O’Leary,

Lead: Dana Gebauer

Key Questions:

1. How will data be analyzed from student work that was submitted during remote learning in the 2019-2020 academic year to support teachers in adjusting curriculum and instruction to differentiate learning for students upon return in August of 2020?
2. How will feedback from parents be collected and used to help determine students in need of academic support?
3. How will teachers from various grade levels and content areas be provided opportunities to discuss the learning that occurred from March - June 2020? What decisions will be impacted by these discussions?

4. Identify special instructional considerations for students needing extra academic support and determine criteria that will be used to identify students needing support at the start of the new school year. Grade 6-9 baseline testing in math and language arts, to determine needs. Use prior knowledge of students to selected screenings, teacher and guidance monitoring as the year begins.
5. What assessment methods will be available for use for benchmarking at the start of the school year? (Examples: Acadience Reading and Math, Aspire Periodics.) Grades 6-9: ACT Aspire, through ACT 89 we can perform screenings of selected students who have a history of struggling in class.
6. How will the school utilize resources for students needing additional academic support in all three instructional modes? (Examples include Act 89, Title I programs, etc.) Through the school established inclusion programs, ACT 89, Peer Tutoring.
7. What remote learning tools will be needed for seamless transitions among instructional modes?
8. Are team teaching and co-teaching feasible options that could allow for seamless transitions among the three instructional modes?
9. How will students be assessed remotely? Teachers use a variety of assessments during remote instruction.....
10. What will be the parent communication strategy to inform parents about their child's assessment data and progress? Will this communication include grade-level and standards-specific activities parents can use to support their child's learning at home? Through our LMS, parents receive regular communications about student progress. The school will also maintain regular communication. Periodic progress reports.
11. What process will allow parents to contact you confidentially if students are experiencing academic difficulty or social emotional distress due to COVID-19? Students may contact teachers and guidance via email or contact school by email or phone with concerns and the appropriate follow up. Face to face meetings via Google Meet can be arranged as needed
12. What professional development do you anticipate needing to support changes in curriculum, instruction, and assessment in all three instructional modes? (Face to face with changes made due to COVID-19, remote learning, and hybrid learning.) What professional development needs do you anticipate related to Acadience Reading and Math and ACT Aspire products?

Teacher inservice on LMS....on]

Summary of Responses to Instruction Key Questions:

Prior to the start of the school year, teachers within the middle school and high school will collaborate for the purpose of identifying the level of coverage of curriculum from the 2019-2020 school year. The focus of these meetings will be to identify specific areas of the curriculum that may need revisited at the start of the 2020-2021 school year and to discuss results of the assessments from the 2020-2021 school year. From this collaboration, teachers may be able to make adjustments to the curriculum in specific areas. Feedback from parents as to specific needs of students as we begin the year will be shared with teachers.

Pre-assessment and baseline testing of students will also be important as the school year begins, to accomplish this, a variety of strategies will be used. Teachers can perform pre-assessment activities in the classroom setting. Our inclusion staff and ACT 89 staff will be able to conduct some baseline testing of identified students. Students in grades 6-9 will also complete baseline assessments using the ACT Aspire assessment program. As part of the inservice process all instructional staff and students will receive instruction on ways they can maximize the use of our learning management system. Teachers will utilize this from the start of the year, which will make the transition more seamless should we be required to move to remote instruction.

In the event of remote instruction, teachers will continue to deliver instruction and students will be assessed in a manner similar to what was done from March to May of 2020. A synchronous instruction format will be adopted in the event that remote instruction is required.

Parents will continue to have access to their child’s educational progress through a number of channels, including the school’s learning management system, through the Plusportals program and through periodic grade reports. In addition, individualized communication from teachers and from the school will be utilized to identify concerns with student performance.

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Develop a communication plan that will inform teachers, students, families, about how instruction and assessment will be implemented in all three instructional modes	Communication will be implemented through the *Published Return to School Action Plan *Through a virtual Information Night *Through printed information and information posted on the school website and social media sites.	Communication will be implemented through the *Published Return to School Action Plan *Through a virtual Information Night *Through printed information and information posted on the school website and social media sites.	John Schneider Jessica Fritz	8/13/20		N
2. Determine approach for planning curriculum and instruction in the three instructional modes	August professional development will be held to focus on Instructional practices and maximizing use of the	August professional development will be held to focus on Instructional practices and maximizing use of the	John Schneider	8/13/20		Y

	learning management system in all three instructional modes	learning management system in all three instructional modes				
3. Collaborate with local mental health providers to establish appropriate referral options	This will be done in conjunction with our SAP Process See AREA 3H of Appendix	This will be done in conjunction with our SAP Process See AREA 3H of Appendix	Jill Struble	8/1/20		N
4. Determine approach for planning for assessment in in the three instructional modes	Assessment plans utilized in 2019-2020 school year will be utilized	Assessment plans utilized in 2019-2020 school year will be utilized	Instructional Committee	8/15/20		N
5. Provide ongoing communication with parents/guardians regarding plans for curriculum, instruction, and assessment	School Handbook, Plans for reopening and updated information will be communicated through Virtual Information Night E-Folder School Website School Social Media Sites	School Handbook, Plans for reopening and updated information will be communicated through Virtual Information Night E-Folder School Website School Social Media Sites	Instructional Committee	8/15/20		N
6. Share information and guidance on grading, report cards, and promotion procedures with teachers and parents	Policies are outlined in parent student handbook, available on school website.	Policies are outlined in parent student handbook, available on school website.	John Schneider	8/15/20		N

Section D: Facilities

Committee Members: John Schneider, Aaron Straub, Sam MacDonald, Ralph Swackhammer, Jeff Constable, Bob Breindel

Lead: John Schneider

Key Questions:

1. How will you ensure the building is cleaned and disinfected to safely welcome staff and students?
2. How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?
3. How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
4. What protocols will you put in place to clean and disinfect throughout an individual school day?
5. Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement cleaning measures at the conclusion of the training be measured?

Summary of Responses to Facilities Key Questions

The ECCHS/SMCMS campus underwent deep cleaning and disinfection during the period from April - August 2020. All products used were compliant with CDC/EPA for disinfection and were OSHA compliant. The maintenance department has established agreements with vendors that will be able to meet ongoing needs for cleaning and disinfection products. Appropriate cleaning, disinfection, ventilation and sanitizing procedures will continue on a daily basis, both during school hours and after hours. All affected employees, maintenance staff, faculty, office staff, cafeteria staff and the coaching staff will be trained on the protocols and procedures during inservice training prior to the start of the school year/ programs. The maintenance supervisor and school administrative team will conduct frequent checks to ensure that specific protocols are being implemented.

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Review guidance provided by various agencies including CDC,	Materials Distributed to all committee members	Materials Distributed to all committee members	John Schnedier	6/23/2020 and ongoing	Information from Online Sources and Diocesan Planning Guide	N

<p>PDE, Dept. of Health, Diocese</p>	<p>Team members will communicate via email and Google Meet on updates from various agencies.</p> <p>Updates will be stored in a common shared drive on Google Drive.</p> <p>The team will meet in-person (or virtually) to discuss updates and reevaluate current processes. Meeting times will be increased if the committee feels it is needed</p>	<p>Team members will communicate via email and Google Meet on updates from various agencies.</p> <p>Updates will be stored in a common shared drive on Google Drive.</p> <p>The team will meet in-person (or virtually) to discuss updates and reevaluate current processes. Meeting times will be increased if the committee feels it is needed</p>				
<p>2. Document ongoing changes in guidance and communicate the impact of these changes to committees and stakeholders</p>	<p>Keep committee members informed of changes or updates to guidance. Document information sent.</p> <p>Communication will be through periodic meetings with committee and written communication with families through the weekly newsletter, school website and school social media sites</p>	<p>Keep committee members informed of changes or updates to guidance. Document information sent</p> <p>Communication will be through periodic meetings with committee and written communication with families through the weekly newsletter, school website and school social media sites.</p>	<p>John Schneider</p>	<p>6/23/2020 and ongoing</p>	<p>Information from Online Sources and Diocesan Planning Guide</p>	<p>N</p>

	Emergency/urgent information will be communicated through the school’s Notify system (email, voice message and SMS)	Emergency/urgent information will be communicated through the school’s Notify system (email, voice message and SMS)				
3. Develop a process to evaluate the effectiveness, efficiency, and scheduling of the daily and weekly cleaning, disinfecting, and sanitizing procedures and processes. Analyze the results of the data collection and make appropriate adjustments	In conjunction with the maintenance director, develop a schedule for inspection of areas of the building to assess effectiveness of cleaning/disinfection routines. Seek regular feedback from teachers / staff concerning the effectiveness of cleaning/disinfection. Develop a reporting mechanism to identify completion of cleaning and disinfection and to identify areas of need.* See Area 1 of Appendix	In conjunction with the maintenance director, develop a schedule for inspection of areas of the building to assess effectiveness of cleaning/disinfection routines. Seek regular feedback from teachers / staff concerning the effectiveness of cleaning/disinfection. Develop a reporting mechanism to identify completion of cleaning and disinfection and to identify areas of need.* See Area 1 of Appendix	John Schneider/ Ralph Swackhamer	7/30/2020	CDC / PDE Guidelines for Cleaning of Schools	N

<p>4. Designate an area of the building to be used for quarantine, and develop cleaning, sanitizing, and disinfecting procedures for this area</p>	<p>Consult with a school nurse a space that can be utilized for quarantine. A enclosed quarantine space will be established in a tent in the foyer adjacent to the nurse’s office.</p> <p>All surfaces within the space will be disinfected between each use including wiping down all surfaces with an CDC/EPA approved disinfectant and fogging with a CDC/EPA approved disinfectant</p> <p>See Area 3C of Appendix</p>	<p>Consult with a school nurse a space that can be utilized for quarantine. A enclosed quarantine space will be established in a tent in the foyer adjacent to the nurse’s office.</p> <p>All surfaces within the space will be disinfected between each use including wiping down all surfaces with an CDC/EPA approved disinfectant and fogging with a CDC/EPA approved disinfectant</p> <p>See Area 3C of Appendix</p>	<p>John Schneider</p>	<p>7/30/2020</p>		<p>N</p>
<p>5. Develop a plan to communicate all new procedural and process changes to relevant stakeholders</p>	<p>Description of enhanced cleaning and disinfection practices will be prepared for stakeholders to be incorporated into the back-to-school information to parents/students. Information will be included through Back-to school information, electronic</p>	<p>Description of enhanced cleaning and disinfection practices will be prepared for stakeholders to be incorporated into the back-to-school information to parents/students. Information will be included through Back-to school information, electronic communication, website and social media sites</p>	<p>John Schneider</p>	<p>7/30/2020</p>	<p>CDC / PDE Guidelines for Cleaning of Schools</p>	<p>N</p>

	communication, website and social media sites Information will also be distributed with the Board of Directors, Faculty and Staff.	Information will also be distributed with the Board of Directors, Faculty and Staff.				
6. Determine budgetary needs to meet the additional cleaning, sanitation, and disinfecting costs for the upcoming school year	Develop budget for expenses related to enhanced cleaning and disinfection, including cleaning materials and supplies for common spaces, classrooms, restrooms, public spaces and personnel.	Develop budget for expenses related to enhanced cleaning and disinfection, including cleaning materials and supplies for common spaces, classrooms, restrooms, public spaces and personnel.	John Schneider/ Ralph Swackhamer/ Bob Breindel	7/30/2020	A listing of materials and supplies needed for cleaning and disinfection	N
7. Determine training needs for all staff related to cleaning, sanitizing, and disinfecting all facilities, equipment, teaching tools and devices	In conjunction with selected vendors, schedule training maintenance/ custodial staff, teaching staff, office staff, cafeteria staff, and coaching staff for cleaning and disinfection.	In conjunction with selected vendors, schedule training maintenance/ custodial staff, teaching staff, office staff, cafeteria staff, and coaching staff for cleaning and disinfection.	Ralph Swackhamer	7/30/2020	Vendors/Individuals to conduct trainings Information on best practices and instructions for staff members	Y Y
8. Procure necessary cleaning/disinfecting supplies for the 2020-2021 school year Procure necessary personal protective equipment for the	Individuals on cleaning staff who orders supplies will be given the necessary information to make purchases for cleaning/disinfecting supplies.	Individuals on cleaning staff who orders supplies will be given the necessary information to make purchases for cleaning/disinfecting supplies.	Jeff Constable	7/30/2020		N

<p>custodial and maintenance workers</p>	<p>PPE for Maintenance and Custodial Staff will be ordered through established providers</p>	<p>PPE for Maintenance and Custodial Staff will be ordered through established providers</p>	<p>Jeff Constable</p>	<p>7/30/2020</p>		
<p>9. Review custodial work schedules as related to needed coverage as well as sanitizing and disinfecting</p>	<p>Committee will review needs of facility, especially as it pertains to evening hours and make recommendations for staffing during these hours</p>	<p>Committee will review needs of facility, especially as it pertains to evening hours and make recommendations for staffing during these hours</p>	<p>John Schneider</p>	<p>7/20/20</p>	<p>Building use schedule, athletic schedules, school activity schedules</p>	<p>N</p>
<p>10. Develop procedures to document daily/weekly cleaning/sanitizing of the rooms/areas throughout the facility</p>	<p>Committee will examine ways in which this cleaning information can be documented in the most streamlined process as possible, in order to minimize down-time.</p> <p>Develop a checklist with time/date and signature. Use data to adjust as needed.</p> <p>See Appendix Area 1</p>	<p>Committee will examine ways in which this cleaning information can be documented in the most streamlined process as possible, in order to minimize down-time.</p> <p>Develop a checklist with time/date and signature. Use data to adjust as needed.</p> <p>See Appendix Area 1</p>	<p>Committee</p>	<p>8/15/20</p>	<p>Online sources</p>	<p>N</p>
<p>11. Develop procedures for facility use by outside organizations. Detail cleaning and sanitation requirements</p>	<p>Revise the building use policy to include criteria for use during the yellow and green phase. Develop requirements for cleaning and disinfection for</p>	<p>Revise the building use policy to include criteria for use during the yellow and green phase. Develop requirements for cleaning and disinfection for outside</p>	<p>John Shcneider</p>	<p>8/1/20</p>		<p>N</p>

	<p>outside groups in yellow and green phase</p> <p>See Appendix Area 2M</p>	<p>groups in yellow and green phase</p> <p>Develop checklist for building use for cleaning and disinfection steps.</p> <p>Inspect areas used prior to student being reintroduced into area.</p> <p>See Appendix Area 2M</p>				
<p>12. Review locker and cubby usage within the guidelines of social distancing, as well as, cleaning, sanitizing, and disinfecting to determine feasibility of use</p>	<p>Lockers will be spaced to allow maximum allowable space between students. There will be a minimum of one empty locker between each student</p> <p>In areas where locker spacing is less than six feet, allow for staggered access of lockers by students.</p> <p>See Appendix Areas 1B and 2B</p>	<p>Lockers will be spaced to allow maximum allowable space between students. There will be a minimum of one empty locker between each student</p> <p>In areas where locker spacing is less than six feet, allow for staggered access of lockers by students.</p> <p>See Appendix Areas 1B and 2B</p>	Committee	7/30/20		
<p>13. Prior to first day of school, conduct a facility walkthrough with your janitorial services team to ensure that the classrooms, common</p>	<p>All spaces within the facility will be thoroughly cleaned throughout the course of the Spring/Summer of 2020. The maintenance director</p>	<p>All spaces within the facility will be thoroughly cleaned throughout the course of the Spring/Summer of 2020. The maintenance director</p>	John Schneider/ Ralph Swackhamer	8/14/20	N	N

<p>spaces, and the exterior are ready for staff and students</p>	<p>and operations chair will conduct an inspection prior to staff and students returning</p>	<p>and operations chair will conduct an inspection prior to staff and students returning</p>				
<p>14. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways)</p>	<p>Directional signs are planned to create one way routes during class change times. Floors will be marked at 6 foot intervals for areas where students/visitors may be required to wait in line. Other signage encouraging social distancing will posted throughout the building</p> <p>See Appendix Area 2I</p>	<p>Directional signs are planned to create one way routes during class change times. Floors will be marked at 6 foot intervals for areas where students/visitors may be required to wait in line. Other signage encouraging social distancing will posted throughout the building</p> <p>See Appendix Area 2I</p>	<p>John Schneider</p>	<p>8/14/20</p>	<p>Y</p> <p>Directional Signs, floor stickers, other marking supplies</p>	<p>N</p>
<p>15. Consider eliminating the use of drinking fountains for the 2020-2021 academic school year</p>	<p>Drinking fountains will be replaced with bottle filler stations</p> <p>See Appendix Area 1C</p>	<p>Drinking fountains will be replaced with bottle filler stations</p> <p>See Appendix Area 1C</p>	<p>Ralph Swackhamer</p>	<p>8/15/20</p>	<p>Bottle Filler Fountains</p>	<p>N</p>
<p>16. Determine use of playground/recess areas and how to clean equipment to meet CDC recommendations. Decide if these areas will remain open or closed</p>	<p>During after lunch periods, students will be encouraged to stay with their “lunch” group. Students will wash hands/use sanitizer before and after lunch and prior to and following any recess period. Low risk activities and games will be played.</p>	<p>During after lunch periods, students will be encouraged to stay with their “lunch” group. Students will wash hands/use sanitizer before and after lunch and prior to and following any recess period. Low risk activities and games will be played.</p>	<p>John Schneider</p> <p>School Staff</p>	<p>8/27/20</p>	<p>N</p>	<p>N</p>

	<p>Students will avoid sharing items Students not participating in recess will practice social distancing.</p> <p>See Appendix Area 2G</p>	<p>Students will avoid sharing items Students not participating in recess will practice social distancing.</p> <p>See Appendix Area 2G</p>				
<p>17. Supply classrooms and common areas with tissues, wastebasket, trash bags, tissues, and CDC approved soap/hand sanitizer to be used upon entry and exit</p>	<p>Each classroom will be supplied with hand sanitizer, disinfectant wipes, tissues and a trash can/with a trash bag for the safe disposal of items. Hand sanitizer will be utilized upon entry and exit</p>	<p>Each classroom will be supplied with hand sanitizer, disinfectant wipes, tissues and a trash can/with a trash bag for the safe disposal of items. Hand sanitizer will be utilized upon entry and exit</p>	<p>John Schneider Jeff Constable</p>	<p>8/27/20</p>	<p>Sanitizing supplies, cleaning and disinfecting supplies</p>	<p>Y</p>
<p>18. Post signage throughout the building: frequent handwashing, cough etiquette, and nose blowing. (Signage can be found at the CDC web site)</p>	<p>Signage will be posted in restrooms/ in classrooms and common spaces. Information will be reviewed with students at the start of the school year.</p> <p>See Appendix Area 2E</p>	<p>Signage will be posted in restrooms/ in classrooms and common spaces. Information will be reviewed with students at the start of the school year.</p> <p>See Appendix Area 2E</p>	<p>John Schneider</p>	<p>8/27/20</p>	<p>Signage</p>	<p>N</p>

Section E: School Operations

Committee Members: Sharon Minnick, Danielle Fledderman, John Schneider, Dana Gebauer, Sam MacDonald

Lead: Sharon Minnick

Key Questions:

1. How will social distancing be implemented in the building? (See considerations in Return to School Planning Guide.)
2. How Monitoring Student and Staff Health take place? (See considerations in Return to School Planning Guide.)
3. What staffing changes or modifications need to occur? (See considerations in Return to School Planning Guide.)
4. What special protocols will you implement to protect students and student family members who are at higher risk for severe illness?
5. Do the school operating hours need to include a staggered schedule, changes to transportation, drop-off and pick up times and use of entrances and exits?
6. How will the master schedule need adjusted to reduce COVID-19 transmission and to accommodate possible transitions among the three possible instructional modalities (face-to-face, hybrid, and remote learning).

Summary of Responses to School Operations Key Questions

Social distancing in the building will be accomplished through a number of actions. In the common areas of the school (hallways cafeterias) directional signs will be posted in order that traffic will move in a single direction during high traffic periods. Student lockers will be spaced at the maximum distance possible. Designated entrances and exits will be utilized. Phased dismissal between classes and at lunch will reduce traffic in hallways and lines in the cafeteria. Lines will be placed on the floors to promote social distancing. In the cafeteria, the number of tables will be reduced and tables will be moved apart. In the classrooms, desks will be spaced at maximum distance possible, excess desks and furniture will be removed from rooms. An outdoor space will be expanded to accommodate additional students for lunch periods and for instruction.

Parents will be provided with screening tools in order to screen students at home, students and staff will undergo temperature scans when they enter the building in the morning. Visitors will be limited and will undergo temperature scans and screenings. Staff will be utilized in order to assist with screenings as needed. A team will be assembled to develop instructional plans for students who are at high risk or have special needs.

Faculty and students will receive training in the use of the school's learning management system in order to maximize effectiveness. A policy for remote learning will be developed in order to make any transition to remote learning as seamless as possible.

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Conduct a survey to determine staffing needs	Staff Survey Conducted	Staff Survey Conducted	John Schneider	7/2/20	Google Forms	N
2. Collect feedback from parents to determine concerns and enrollment	Parent Survey Conducted	Parent Survey Conducted	John Schneider	6/25/20	Google Forms	N
3. Determine hygiene routines to be implemented throughout the school day	Students will have increased opportunities for hand-washing. Hand sanitizer will be available at all times See Appendix - Area 2D	Students will have increased opportunities for hand-washing. Hand sanitizer will be available at all times See Appendix - Area 2D	John Schneider	8/27/20		N
4. Develop visitor and volunteer policies to mitigate spread of COVID-19	A visitor policy will be developed that will minimize visitors in the building See Appendix - Area 2F	A visitor policy will be developed that will minimize visitors in the building See Appendix - Area 2F	John Schneider	7/15/20		N
5. Review and revise pertinent school policies and procedures for students and employees relating to traditional school functions	Operations committee will review and update policies New policies and procedures will be reviewed prior to the start of school for activities such as assemblies, school mass, fundraising events, club meetings, team	Operations Committee will review and update policies New policies and procedures will be reviewed prior to the start of school for activities such as assemblies, school mass, fundraising events, club meetings, team meetings with all affected	John Schneider and committee	8/1/20 and ongoing	CDC Guidelines DOH and PDE Guidelines, School Policy Guides	N

	meetings with all affected school employees and volunteers.	school employees and volunteers.				
6. Develop policies and procedure for handling individuals with COVID-19 exposure, quarantining, and reporting	CDC and DOH guidelines will be used to develop a policy for handling individuals with COVID-19 exposure, reporting and quarantine See Appendix - Area 3C & 3D	CDC and DOH guidelines will be used to develop a policy for handling individuals with COVID-19 exposure, reporting and quarantine See Appendix - Area 3C & 3D	John Schneider	7/15/20	CDC Guidelines	N
7. Identify hiring and staffing needs to ensure high quality education in all three instructional modalities (face-to-face, hybrid and remote learning)	A needs assessment will be conducted by MS-HS Administration	A needs assessment will be conducted by MS-HS Administration	John Schneider	7/15/20	Staffing Survey	N
8. Revise master schedule and develop delivery procedures in the three instructional models (face-to-face, hybrid and remote learning)	Hold meetings with instructional staff to determine needs of teachers, to discuss instructional options, and to determine preferred options Parent Survey	Hold meetings with instructional staff to determine needs of teachers, to discuss instructional options, and to determine preferred options. Parent Survey	Administrative Team, Department Coordinators and Lead Teachers	7/10/20	Google Meet	N
9. Review and revise attendance procedures for students and staff. Update handbooks	Based on faculty group meetings and parental input, instructional decisions will be made	Based on faculty group meetings and parental input, instructional decisions will be made and	John Schneider Danielle Fledderman,	8/13/20		N

	and appropriate changes to policy will be made. Attendance will be reported for hybrid and remote instruction in accordance with the ECC Flexible / Remote instruction plans	appropriate changes to policy will be made. Attendance will be reported for hybrid and remote instruction in accordance with the ECC Flexible / Remote instruction plans	Sharon Minnick			
10. Develop procedures for daily monitoring of students and staff for symptoms and exposure	A policy will be developed to screen all individuals entering the building. See Appendix - Areas 3A and 3B	A policy will be developed to screen all individuals entering the building. See Appendix Areas 3A and 3B	John Schneider	7/30/20	CDC Screening Tools, PIAA Return to Play Guidelines	N
11. Develop policy and procedures regarding staff and student responsibility to report illness. Provide training. Develop enforcement procedures	A policy and tools will be developed for families and staff to use in order to conduct daily screenings. Responsibilities for families and for staff members will be identified. Training and enforcement procedures will be created. See Appendix - Area 3A	A policy and tools will be developed for families and staff to use in order to conduct daily screenings. Responsibilities for families and for staff members will be identified. Training and enforcement procedures will be created. See Appendix - Area 3A	John Schneider	8/15/20	CDC Screening, Diocesan Policy	Y
12. Establish policies and guidelines for hygiene practices for students and staff	Policies for hygiene practices for students and staff will be developed in	Policies for hygiene practices for students and staff will be developed in	John Schneider	7/30/20	CDC Guidelines	Y

	conjunction with the operations committee See Appendix - Area 2D	conjunction with the operations committee See Appendix Area 2D				
13. Develop policy and procedures for use of the cafeteria. Provide guidance and expectations concerning serving of meals in classrooms	Operations committee will develop best practices for use of the cafeteria and guidelines for meals served in the classroom. See Appendix - Area 2C	Operations committee will develop best practices for use of the cafeteria and guidelines for meals served in the classroom. See Appendix Area 2C	John Schneider	7/30/20	CDC Guidelines	Y
14. Develop guidelines for physical education, sports, and other extracurricular activities where there is maximum ability for social distancing	Committee will develop guidelines for PE, sports, and extracurricular that will permit safe practices for equipment use and maximum social distancing See Appendix - Area 2G	Committee will develop guidelines for PE, sports, and extracurricular that will permit safe practices for equipment use and maximum social distancing See Appendix - Area 2G	Aaron Straub	7/25/20	ECCSS Return to Sports Plan	Y
15. Develop policies and procedures for school gatherings, visitors, and field trips	Committee will develop guidelines for gatherings, visitors and field trips. Virtual field trips will be encouraged. See Appendix Area 2C	Committee will develop guidelines for gatherings, visitors and field trips. Virtual field trips will be encouraged See Appendix - Area 2C	John Schneider	8/15/20	CDC Guidelines	N
16. Develop communications plans to disseminate all information related to	Committee will develop communications that will utilize all means of available communication including, social media,	Committee will develop communications that will utilize all means of available communication including, social media,	John Schneider	8/13/20	CDC Guidelines DOH and PDE Guidelines	N

<p>the school’s reopening plan</p>	<p>website, direct communication and virtual meetings. See Appendix Area 7</p>	<p>website, direct communication and See Appendix - Area 7</p>				
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Section F: Technology

Committee Members: Marlene Stubber, Dane Peterson, John Schneider

Lead: Marlene Stubber

Key Questions:

1. How will the school coordinate learning management systems, software programs and technology devices across all grades and departments to create consistency and promote ease of use for teachers, students, and parents?
2. How will technology be utilized to ease the transition among the three-potential learning environments (face-to-face, hybrid, and remote learning) that may need to be utilized in the 2020-2021 school year?
3. What are the professional development needs among the staff related to best practices in online learning?
4. What are the professional development needs among the staff related to training on new technology?
5. Are technology devices and the supporting infrastructure ready for the opening of school in any of the three identified learning environments (face-to-face, hybrid, and remote learning)? (Examples of items to check include Wi-Fi access points, wired network devices, staff and student permissions, etc.)
6. What handbook and procedure adjustments need to be made for technology?
7. How will the school provide technical support for teachers and students to utilize technology?

Summary of Responses to Technology Key Questions

The Elk County Catholic School System currently provides coordination across campuses, schools and departments with respect to: technology devices, networking, operating systems, productivity software and apps, administrative software and learning management systems. Currently, Elk County Catholic High School Maintains a 1-to-1 technology program. All high school students have a school issued iPad or Chromebook.

St. Marys Catholic Middle School plans to issue each student with their own iPad or Chromebook for use throughout the school day. Devices will not be shared between students. Plans have been made to secure the additional devices needed in order to achieve this. It is anticipated that the additional devices necessary for the middle school students to have assigned devices will be in place by the start of the year.

ECCSS currently utilizes Google Classroom as its primary learning management tool. Prior to the start of the school year, teachers will undergo additional professional development on ways to maximize the use of Google Classroom from the start of the year so that any transition to one of the other modes of instruction will be as seamless as possible. Students will also receive additional training on the use of the tool as the year starts. Teachers will also receive updates

The ECCSS Technology Team will continue to provide ongoing support to students, staff and families in all modes of instruction.

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Conduct a schoolwide technology audit	Completed on an annual basis. Most recently 6/20.	Completed on an annual basis. Most recently 6/20.	Marlene Stubber	6/2020	Tech Staff	N
2. Conduct a survey to determine student’s access to personal technology devices and Internet services	Family Survey of Technology Needs completed starting 6/25/20	Family Survey of Technology Needs completed starting 6/25/20	John Schneider	6/25/20	Google Forms	N
3. Create a plan designed to address technology issues related to conducting instruction in the three identified learning environments	Professional Development/Education for Faculty, Students and Families will be conducted in order to maximize the use of Google Classroom tools and other technology.	Professional Development/Education for Faculty, Students and Families will be conducted in order to maximize the use of Google Classroom tools and other technology.	Marlene Stubber John Schneider	9/1/20		Y
4. Update policies and procedures (See guide for considerations)	Student and System technology and device policies in place.	Student and System technology and device policies in place.	Dana Gebauer - Instruction	8/27/20		N

	Additional remote learning guidelines needed	Additional remote learning guidelines needed	al Committee			
5. Coordinate learning management systems, software programs and technology devices across all grades and departments to create consistency and promote ease of use for teachers, students, and parents	Professional Development/Education for Faculty, Students and Families will be conducted in order to maximize the use of Google Classroom tools and other technology.	Professional Development/Education for Faculty, Students and Families will be conducted in order to maximize the use of Google Classroom tools and other technology.	Marlene Stubber John Schneider	9/1/20		Y
6. Offer training for staff specific to utilizing technology and software applications for successful instruction in the three identified learning environments	Professional Development/Education for Faculty, Students and Families will be conducted in order to maximize the use of Google Classroom tools and other technology.	Professional Development/Education for Faculty, Students and Families will be conducted in order to maximize the use of Google Classroom tools and other technology.	Marlene Stubber John Schneider	9/1/20		Y
7. Analyze the school's processes for tracking technology issues and managing support for both staff and students	Trouble-ticket process is already in place and working efficiently Annual student inserving already in place	Trouble-ticket process is already in place and working efficiently Annual student inserving already in place	Marlene Stubber	In-place		
8. Analyze technology audits for school, staff, and students, and calculate costs associated with meeting technology needs	Annual Budget process for technology and device replacement plan already in place	Annual Budget process and device replacement plan already in place.	Marlene Stubber Marlene Stubber	Annual, Ongoing 7/1/20	ECC Technology Replacement Plan	N

	Additional needs identified and budget allowances determined.	Additional needs identified and budget allowances determined.				
9. Highlight technology upgrades and plans on the school website	Information compiled and conveyed to Marketing Director	Information compiled and conveyed to Marketing Director	John Schneider	7/31/20		N
	Information posted on school website and social media sites	Information posted on school website and social media sites	Jessica Fritz	7/31/20		
10. Collaborate with those responsible for advancement to share important technology information to key stakeholders	President and Advancement Director/Advancement Committee will develop plan to share with key stakeholders	President and Advancement Director/Advancement Committee will develop plan to share with key stakeholders	Sue Jansen	7/31/20		N
11. Write a plan for cleaning and disinfecting of devices. (Refer to Facilities section)	See Appendix - Area 1A	See Appendix - Area 1A	John Schneider	8/27/20		Y

Section G: Catholic Identity

Key Questions:

1. How the school will keep its Catholic identity and culture alive and thriving despite the adaptations being made to the instructional environment due to the COVID-19 pandemic.

Elk County Catholic High School and St. Marys Catholic Middle school are committed to maintaining a strong Catholic identity and will continue to develop ways to continue to provide opportunities for worship and spiritual growth.

Summary of Responses to Catholic Identity Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Identify concrete ways to keep Catholic identity alive doing remote learning	Catholic Identity Team will work to identify modification and alternate activities. Plans for continuation during remote instruction will be considered.	Catholic Identity Team will work to identify modification and alternate activities. Plans for continuation during remote instruction will be considered.	Jennifer Meyer	8/15/20		N
2. Collaborate with pastors and priests to determine how they might provide support	Catholic Identity Team will work to identify ways to collaborate with local parishes and priests Plans for continuation during remote instruction will be considered.	Catholic Identity Team will work to identify ways to collaborate with local parishes and priests. Plans for continuation during remote instruction will be considered.	Jennifer Meyer	8/15/20		N
3. Communicate commitment to maintain school's mission	See Appendix - Area 7	See Appendix - Area 7		8/13/20		N

Section H: Finance

Key Questions:

1. How will you identify and track all COVID-19 related expenses?
2. How will the school reach out to EITC partners to gauge potential changes to scholarship funds?

Summary of Responses to Finance Key Questions

Planning Guide Considerations	Yellow Phase Action Steps	Green Phase Action Steps	Lead Individual	Target Date	Materials, Resources and/or Support Needed	PD Y/N
1. Prepare and adjust the 2020-2021 budget as new information becomes available	Collect and monitor revenue streams monthly, review major changes with board and CSO	Collect and monitor revenue streams monthly, review major changes with board and CSO	Sam MacDonald	Ongoing	ECC Finance Office, Board Finance Committee, CSO and Board of Pastors	N
2. Identify unique funding needs due to COVID-19,	Use reopening plan to identify needs, review changes through the year and find funding sources as needed. Also, when new funding sources identified, review reopening plan to match with needs.	Use reopening plan to identify needs, review changes through the year and find funding sources as needed. Also, when new funding sources identified, review reopening plan to match with needs.	Sam MacDonald	Ongoing	Reopening plan, updated list of needs, list of funding sources	N

<p>3. Update school policies related to tuition payments, student withdrawal, and tuition assistance</p>	<p>Over summer, work with principals, finance committee, finance department to develop sustainable practices</p>	<p>Over summer, work with principals, finance committee, finance department to develop sustainable practices</p>	<p>Sam MacDonald</p>	<p>August 15</p>	<p>Updated enrollment estimates, approved tuition policies</p>	<p>N</p>
<p>4. Complete the forgiveness application for the Payroll Protection Program loan</p>	<p>Follow CSO and lender guidance on drawing down and funds and applying for forgiveness</p>	<p>Follow CSO and lender guidance on drawing down and funds and applying for forgiveness</p>	<p>Bob Breindel</p>	<p>December 2020</p>	<p>Guidance from Diocese and lender</p>	<p>Y</p>
<p>5. Track all COVID-19 related expenses</p>	<p>Develop practices to identify and track expenses</p>		<p>Bob Breindel</p>	<p>Ongoing</p>	<p>Invoices</p>	<p>N</p>
<p>6. Consult with the Parish Finance Council or Committee of Pastors to keep them informed of the school/system finances</p>	<p>Plan for meetings with committee (first meeting scheduled July 28)</p>	<p>Plan for meetings with committee (first meeting scheduled July 28)</p>	<p>Sam MacDonald/Message. Siefer</p>	<p>Ongoing</p>	<p>NA</p>	<p>N</p>
<p>7. Reach out to EITC partners to gauge potential losses</p>	<p>Letters to all participants, plus follow up calls</p>	<p>Letters to all participants, plus follow-up calls</p>	<p>Sue Jansen</p>	<p>Ongoing</p>	<p>NA</p>	<p>N</p>

<p>8. Communicate finances with stakeholders</p>	<p>Use website, letters, articles, calls, visits and other resources to reach out to all stakeholders</p>	<p>Use website, letters, articles, calls, visits and other resources to reach out to all stakeholders</p>	<p>Jessica Fritz</p>	<p>Ongoing</p>	<p>Financial reports</p>	<p>N</p>
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Section I: Advancement, Fundraising and Enrollment

Key Questions:

1. How will the school communicate with donors and what will the school explicitly share?
2. By which methods will you keep stakeholders informed of the plan for returning to school?
3. How might the school fund a COVID-19 Tuition Assistance Program?

Summary of Responses to Advancement Key Questions

<p>Planning Guide Considerations</p>	<p>Yellow Phase Action Steps</p>	<p>Green Phase Action Steps</p>	<p>Lead Individual</p>	<p>Target Date</p>	<p>Materials, Resources and/or Support Needed</p>	<p>PD Y/N</p>
<p>1. Communicate with your donors and share how COVID-19 is affecting your school/system financially</p>	<p>Use website, letters, articles, calls, visits and other resources to reach out to all stakeholders</p>	<p>Use website, letters, articles, calls, visits and other resources to reach out to all stakeholders</p>	<p>Sue Jansen</p>	<p>Ongoing</p>	<p>Ads, testimonials, etc</p>	<p>N</p>

<p>2. Decide to keep, postpone, transition to virtual or cancel upcoming fundraising events</p>	<p>Analyze events on a case-by-case basis with PTOs and other support groups by having active presence at meetings. Monitor best practices and local virus conditions to make the best and safest decision for participants. Cancel anything that would require a gathering with more people allowed under state/federal orders.</p>	<p>Analyze events on a case-by-case basis with PTOs and other support groups by having active presence at meetings. Monitor best practices and local virus conditions to make the best and safest decision for participants. Cancel anything that would require a gathering with more people allowed under state/federal orders.</p>	<p>Jessica Fritz in conjunction with principals and wider admin team.board.</p>	<p>Ongoing</p>	<p>Detailed list of events and fundraising plans</p>	<p>N</p>
<p>3. If needed, make enrollment activities virtual and provide all pertinent documents and processes online</p>	<p>Develop web presence for enrollment activities, new website, plan for virtual visits</p>	<p>Develop web presence for enrollment activities, new website, plan for virtual visits</p>	<p>Jessica Fritz</p>	<p>August 1</p>	<p>Copy, web design, etc.</p>	<p>N</p>

<p>4. Launch heavy saturation of social media regarding enrollment and school marketing</p>	<p>Develop content and utilize all outlets for outreach</p>	<p>Develop content and utilize all outlets for outreach</p>	<p>Jessica Fritz</p>	<p>August 1 and ongoing</p>	<p>Copy, content, etc.</p>	<p>N</p>
<p>5. Connect stakeholders with prospective students and families</p>	<p>Develop web presence, connect with PTOs to develop outreach programs, develop testimonials, etc.</p>	<p>Develop web presence, connect with PTOs to develop outreach programs, develop testimonials, etc.</p>	<p>Jessica Fritz</p>	<p>August 1 and ongoing</p>	<p>Copy, content, etc.</p>	<p>N</p>
<p>6. Develop a fundraising plan to help meet the increased financial needs due to the impact of COVID-19</p>	<p>Form committee including Board Advancement Reps, ECCSS advancement staff and admin, along with major donors to guide decisions and programming moving forward</p>	<p>Form committee including Board Advancement Reps, ECCSS advancement staff and admin, along with major donors to guide decisions and programming moving forward</p>	<p>Sue Jansen</p>	<p>August 2020</p>	<p>NA</p>	<p>N</p>
<p>7. Keep all stakeholders informed on how the system/school is responding to the change in services</p>	<p>Use website, letters, articles, calls, visits and other resources to reach out to all stakeholders</p>	<p>Use website, letters, articles, calls, visits and other resources to reach out to all stakeholders</p>	<p>Jessica Fritz</p>	<p>Ongoing</p>		<p>N</p>

<p>8. Plan for online and virtual enrollment events</p>	<p>New website and planning for virtual connection with prospective parents</p>	<p>New website and planning for virtual connection with prospective parents</p>	<p>Jessica Fritz/Principals</p>	<p>August 2020</p>	<p>Content and copy</p>	<p>N</p>
<p>9 Utilize school website to address new enrollment questions due to COVID-19</p>	<p>New website and planning for virtual connection with prospective parents</p>	<p>New website and planning for virtual connection with prospective parents</p>	<p>Jessica Fritz/Principals</p>	<p>August 2020</p>	<p>Content and copy</p>	<p>N</p>

Appendix: Summary of Measures and Procedures

Learning Modes to be employed during reopening:

1. Five day per week face-to-face instruction will be the primary mode of instruction that is utilized with enhanced physical distancing, face coverings and enhanced cleaning and disinfection.
2. Temporary Live Learning at Home will be available for students who need to be out of the building for extended time periods due to the need for isolation/quarantine and documented medical conditions which may make in-person instruction an unfeasible option.

AREA 1: CLEANING; SANITATION; DISINFECTING AND AND SANITIZING

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
1A. Classrooms/Learning Spaces	Daily Cleaning / Disinfection with CDC/EPA Approved Disinfectant	Daily Cleaning / Disinfection with CDC/EPA Approved Disinfectant	Custodial Staff	Daily; when school is in session
	Disinfection of High Touch Areas with CDC/EPA Approved Disinfectant	Disinfection of High Touch Areas with CDC/EPA Approved Disinfectant	Classroom Teacher / Staff Member responsible for area	When student groups change, or hourly, whatever is greater
	Ventilation of Classrooms - Classroom fans will be turned on, windows will be open to permit fresh air. Windows should not be obstructed in order to maximize air flow. Sharing of equipment and supplies will be minimized, shared equipment will be	Ventilation of Classrooms - Classroom fans will be turned on, windows will be open to permit fresh air. Windows should not be obstructed in order to maximize air flow. Sharing of equipment and supplies will be minimized, shared equipment will be	Classroom Teacher	Daily; when school is in session

	disinfected following each use.	disinfected following each use.		
1B. Hallways/Common Spaces	Disinfection of common spaces, locker handles, door handles, railings	Disinfection of common spaces, locker handles, door handles, railings	Custodial Staff	Daily
	Cafeteria Tables/Chairs/High Touch Areas - disinfected with CDC/EPA Approved Disinfectant	Cafeteria Tables/Chairs/High Touch Areas - disinfected with CDC/EPA Approved Disinfectant	Custodial & Cafeteria Staff	Daily; When student groups change
1C. Drinking Fountains	Will not be available for use - bottle fillers function will only be permitted	Will not be available for use - bottle fillers function will only be permitted	Maintenance Staff	Daily
1D. Restrooms	Phased use of restrooms in order to permit clean restrooms for use throughout the day. Hourly disinfection of open restrooms.	Phased use of restrooms in order to permit clean restrooms for use throughout the day. Hourly disinfection of open restrooms.	Custodial Staff	New restrooms will open every two hours, disinfection of open restrooms will be conducted each hour.
1E. Locker Rooms	Cleaned and disinfected daily	Cleaned and disinfected daily	Custodial Staff	Daily

AREA 2: SOCIAL DISTANCING AND OTHER SAFETY PROTOCOLS

Requirement	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
2A. Wearing of Face Coverings*	ECCSS must comply with the state order regarding face coverings. According to that	ECCSS must comply with the state order regarding face coverings. According to that	MS-HS Administration, Faculty and Staff	Effective 7/4/2020, ongoing

<p>* "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. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for health care providers and first responders, such as N95 respirators, would meet these requirements, these specialized masks should be reserved for appropriate occupational and health care settings.</p>	<p>order, students must wear masks except in the following circumstances: *Eating or drinking when spaced at least 6 feet apart *Seated at desks or assigned work spaces at least 6 feet apart *Engaged in activity at least 6 feet apart</p> <p>When social distancing cannot be maintained, facial covering will be required. For example: <i>According to the local school district, students and staff are required to wear face coverings when on school transportation. Students will need to wear masks at arrival and dismissal; in the hallway during transitions, etc.</i></p> <p>According to state guidance, students with certain conditions do not need to wear a face covering, but should consider using a face shield if possible. Families requesting a waiver for such exceptions must provide a note from a qualified medical professional.</p>	<p>order, students must wear masks except in the following circumstances: *Eating or drinking when spaced at least 6 feet apart *Seated at desks or assigned work spaces at least 6 feet apart *Engaged in activity at least 6 feet apart</p> <p>When social distancing cannot be maintained, facial covering will be required. For example: <i>According to the local school district, students and staff are required to wear face coverings when on school transportation. Students will need to wear masks at arrival and dismissal; in the hallway during transitions, etc.</i></p> <p>According to state guidance, students with certain conditions do not need to wear a face covering, but should consider using a face shield if possible. Families requesting a waiver for such exceptions must provide a note from a qualified medical professional.</p>		
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<p>2B. Classroom and Learning Space Occupancy that allows for maximum distance(6 feet) between students throughout the day, to the maximum extent possible</p>	<p>Desks/Students will be spaced at the maximum distance apart. Extra desks and furniture will be removed to provide extra distancing space</p> <p>Locker assignments will be spaced to the maximum distance possible</p>	<p>Desks/Students will be spaced at the maximum distance apart. Extra desks and furniture will be removed to provide extra distancing space</p> <p>Locker assignments will be spaced to the maximum distance possible</p>	<p>MS-HS Administration</p>	<p>Start of the school year, ongoing</p>
<p>2C. Restricting the use of cafeterias and other congregate spaces, and serving meals in alternate settings such as classrooms</p>	<p>Three lunch periods will continue to be scheduled. Additional lunch periods may be considered. Students will eat lunch in small group spaces. Outdoor seating will be increased and utilized, weather permitting. Phased dismissal will be used to avoid lines. Social Distance Marks will be placed on the floor students waiting in line. Sharing of utensils and food will be prohibited. Tables and high touch areas will be disinfected between each group coming in. Students will give their PIN numbers to the cafeteria staff to avoid touching surfaces. Condiments will be served to students in single size portion cups.</p> <p>Students will be seated facing the same direction and 6' apart when possible.</p> <p>Furniture in congregate areas</p>	<p>Three lunch periods will continue to be scheduled. Tables will be spaced with extra space between them that will limit the size of groups gathered. Outdoor seating will be increased and utilized, weather permitting. Phased dismissal will be used to avoid lines. Social Distance Marks will be placed on the floor students waiting in line. Sharing of utensils and food will be prohibited. Tables and high touch areas will be disinfected between each group coming in. Students will give their PIN numbers to the cafeteria staff to avoid touching surfaces. Condiments will be served to students in single size portion cups.</p> <p>Students will be seated facing the same direction and 6' apart when possible.</p> <p>Furniture in congregate areas</p>	<p>MS-HS Administration</p>	<p>Start of the school year, ongoing</p>

	<p>will be limited or removed.</p> <p>Large group gatherings will not be held.</p> <p>Field trips will not be held. Virtual field trips will be encouraged.</p>	<p>will be limited or removed.</p> <p>Large group gatherings will only be held when social distancing protocols can be maintained.</p> <p>Field trips will only be held where social distancing guidelines can be observed. Virtual field trips will be encouraged.</p>		
<p>2D. Hygiene Practices for Students and Staff including the manner and frequency of hand washing and hand sanitizing</p>	<p>CDC Posters and materials on handwashing will be posted. Student training on best practices for handwashing, sanitizing and social distancing will be demonstrated and practiced.</p> <p>Frequent hand washing breaks will be provided - every two hours.</p> <p>Students will sanitize hands upon entering and leaving classroom spaces.</p> <p>Students will be reminded of practices for covering coughs and sneezes</p> <p>Students will wash hand/sanitize hands before and after lunch and following any recess</p>	<p>CDC Posters and materials on handwashing will be posted. Student training on best practices for handwashing, sanitizing and social distancing will be demonstrated and practiced.</p> <p>Frequent hand washing breaks will be provided - every two hours.</p> <p>Students will sanitize hands upon entering and leaving classroom spaces.</p> <p>Students will be reminded of practices for covering coughs and sneezes</p> <p>Students will wash hand/sanitize hands before and after lunch and following any recess</p>	<p>MS-HS Administration</p>	<p>Start of the school year, ongoing</p>
<p>2E. Posting signs in highly visible locations, that promote everyday</p>	<p>Information, including that produced by the CDC promoting everyday protective measures and descriptions on how to stop the spread of the</p>	<p>Information, including that produced by the CDC promoting everyday protective measures and descriptions on how to stop the spread of the</p>	<p>MS-HS Administration</p>	<p>Start of the school year, ongoing</p>

<p>protective measures how to stop the spread of germs.</p>	<p>virus will be posted in the common areas, restrooms and classrooms.</p> <p>Similar information will be distributed to students and families.</p>	<p>virus will be posted in the common areas, restrooms and classrooms.</p> <p>Similar information will be distributed to students and families.</p>		
<p>2F. Identifying and restricting non-essential visitors and volunteers</p>	<p>Non essential visitors will not be allowed in the classroom/building.</p> <p>Parent meetings will be held virtually when possible.</p> <p>Visitors to the building will be scheduled.</p> <p>All visitors to the building will be subject to a temperature screening and other COVID screening protocols.</p> <p>A drop box will be positioned outside of the main entrance for the drop off of student materials so that parents do not need to enter the building</p>	<p>Non essential visitors will not be allowed in the classroom/building.</p> <p>Parent meetings will be held virtually when possible.</p> <p>Visitors to the building will be scheduled.</p> <p>All visitors to the building will be subject to a temperature screening and other COVID screening protocols.</p> <p>A drop box will be positioned outside of the main entrance for the drop off of student materials so that parents do not need to enter the building</p>	<p>MS-HS Administration/ Office Staff and Staff</p>	<p>Start of the school year, ongoing</p>
<p>2G. Handling Sporting Activities for recess and physical education consistent with the CDC and Considerations for Youth Sports</p>	<p>Outdoor areas will be utilized for recess. Indoor spaces will be utilized with maximum of 25 students permitted</p> <p>Students will wash hands/ sanitize before and after going to the gym/ recess time.</p> <p>Teachers will design low risk</p>	<p>Outdoor areas will be utilized for recess. Indoor spaces will be utilized with maximum of 25 students permitted</p> <p>Students will wash hands/ sanitize before and after going to the gym/ recess time.</p> <p>Teachers will design low risk</p>	<p>MS - HS Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>

	<p>activities and games</p> <p>Individual equipment will be provided when possible and will be disinfected following each use.</p> <p>See the ECCSS Return to Play Plan</p>	<p>activities and games</p> <p>Individual equipment will be provided when possible and will be disinfected following each use.</p> <p>See the ECCSS Return to Play Plan</p>		
<p>2H. Limiting sharing among students</p>	<p>Sharing of materials between students will be minimized to the extent possible.</p> <p>Adequate supplies will be procured to prevent sharing of materials, where possible.</p> <p>Activities will be designed by staff that will involve limited sharing of materials</p> <p>Materials that are shared within one group will be cleaned and disinfected between use with another group of students.</p> <p>For devices and materials that must be shared, cleaning and disinfection will take place between uses.</p> <p>Middle School students will be assigned their own technology device, devices will not be shared between students.</p>	<p>Sharing of materials between students will be minimized to the extent possible.</p> <p>Adequate supplies will be procured to prevent sharing of materials, where possible.</p> <p>Activities will be designed by staff that will involve limited sharing of materials</p> <p>Materials that are shared within one group will be cleaned and disinfected between use with another group of students.</p> <p>For devices and materials that must be shared, cleaning and disinfection will take place between uses.</p> <p>Middle School students will be assigned their own technology device, devices will not be shared between students.</p>	<p>MS - HS Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>
<p>2I. Staggering Use of communal spaces</p>	<p>Traffic patterns and directions will be established for high</p>	<p>Traffic patterns and directions will be established for high</p>	<p>MS - HS Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>

<p>and hallways</p>	<p>traffic times and students will be informed.</p> <p>Traffic patterns for entering and exiting the building to minimize interactions will be established</p> <p>Congregating in common spaces for students and for staff will not be permitted</p> <p>Large group gatherings cannot exceed 25 individuals indoors unless for instructional purposes. In that event, social distancing practices will be utilized</p>	<p>traffic times and students will be informed.</p> <p>Traffic patterns for entering and exiting the building to minimize interactions will be established</p> <p>Congregating in common spaces for students and for staff will not be permitted (after school / before school)</p> <p>Large group gatherings will be limited to 25 individuals indoors unless for instructional purposes. In that event, social distancing practices will be utilized</p>		
<p>2J. Transportation</p>	<p>To be determined by the school district of residence</p>	<p>To be determined by the school district of residence</p>	<p>School District of Residence</p>	<p>Start of the school year, ongoing</p>
<p>2K. Limiting Individuals in classrooms and learning spaces, and interactions between groups of students</p>	<p>Desks will be spaced in order to allow the maximum distance between each desk</p> <p>Extra desks and furniture will be removed from rooms in order to provide more social distancing space</p> <p>Interactions between groups of students will be minimized</p>	<p>Desks will be spaced in order to allow the maximum distance between each desk</p> <p>Extra desks and furniture will be removed from rooms in order to provide more social distancing space</p> <p>Interactions between groups of students will be minimized</p>	<p>MS - HS Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>
<p>2L. Other Social Distancing and safety practices</p>	<p>Face to face meetings with parents will be held virtually.</p>	<p>Face to face meetings with parents will be held virtually where possible</p>	<p>MS - HS Administration, Faculty and Staff</p>	<p>Beginning of the Year and Ongoing</p>

	<p>In-person meetings with parents will not be held.</p>	<p>If in-person meetings will be held, social distancing guidelines of at least 6 feet between people will be adhered to to the greatest extent possible.</p> <p>Where possible, plexiglass dividers will be utilized to separate meeting attendees.</p> <p>Masks will be worn.</p>		
<p>2M. Facility Usage</p>	<p>Facility usage by non-school groups will not be permitted</p>	<p>Facility use by school support organizations may be held. Social distancing, wearing of masks, and all other CDC recommendations must be followed.</p> <p>Facility use by non school groups will be limited to activities involving 25 persons or less.</p> <p>All groups must adhere to social distancing guidelines and other CDC recommendations.</p> <p>Groups are responsible to clean and disinfect all affected areas following the event using CDC/EPA approved products.</p>	<p>MS - HS Administration, Faculty and Staff</p>	<p>Effective immediately and ongoing</p>

AREA 3: MONITORING STUDENT AND STAFF HEALTH & WELLNESS

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
<p>3A. Provide Families with at home screening materials and communication tools</p>	<p>The school will provide families an at-home screening tool.</p> <p>Parents are urged to communicate with schools concerning possible exposures and/or actual illness</p> <p>School staff will conduct a over the phone screening when students are called off sick</p>	<p>The school will provide families an at-home screening tool.</p> <p>Parents are urged to communicate with schools concerning possible exposures and/or actual illness</p> <p>School staff will conduct a over the phone screening when students are called off sick</p>	<p>MS-HS Administration MS-HS Office Staff</p>	<p>Start of the school year; ongoing</p>
<p>3B. Monitoring students and staff for symptoms and history of exposure.</p>	<p>The school will conduct temperature monitoring and screenings for students, staff and visitors to the school.</p> <p>Families are also responsible for conducting self-monitoring and wellness checks prior to sending students to school.</p> <p>Staff are also responsible for self-monitoring.</p> <p>Sick staff and students should stay home.</p> <p>Flexible attendance policies will be implemented.</p>	<p>The school will conduct temperature monitoring for students, staff and visitors to the school.</p> <p>Families are also responsible for conducting self-monitoring and wellness checks prior to sending students to school.</p> <p>Staff are also responsible for self-monitoring.</p> <p>Sick staff and students should stay home.</p> <p>Flexible attendance policies will be implemented.</p>	<p>MS-HS Administration, SMASD School Nursing Staff</p>	<p>Start of the school year; ongoing</p>

	Any students or staff with pre-existing conditions should contact the school nurse.	Any students or staff with pre-existing conditions should contact the school nurse.		
3C. Isolating or Quarantining students, staff or visitors of they become sick or demonstrate a history of exposure	An isolation room will be created in an enclosed space in the auditorium prior to the start of the school year. The school will be stocked with gowns, gloves, surgical masks and face shields and temperature monitoring equipment for use of those entering that area	An isolation room will be created in an enclosed space in the auditorium prior to the start of the school year. The school will be stocked with gowns, gloves, surgical masks and face shields and temperature monitoring equipment for use of those entering that area	MS-HS Administration, SMASD School Nursing Staff	Start of the school year; ongoing
3D. Returning isolated or quarantining staff, students or visitors to school	<p>Staff and students who have been ill or exposed to COVID-19 will return after fulfilling guidelines provided by the CDC and PA Department of Health. (These guidelines currently call for 10-14 days of isolation/quarantine). Staff and students with other illnesses may return after 24 hours of being fever-free without medication.</p> <p>Be aware that this policy reflects public-health guidance as of August 13, 2020. As guidance changes, ECCSS will change policies to reflect the new orders. In all cases, decisions about when children and staff can return to school will be made</p>	<p>Staff and students who have been ill or exposed to COVID-19 will return after fulfilling guidelines provided by the CDC and PA Department of Health. (These guidelines currently call for 10-14 days of isolation/quarantine). Staff and students with other illnesses may return after 24 hours of being fever-free without medication.</p> <p>Be aware that this policy reflects public-health guidance as of August 13, 2020. As guidance changes, ECCSS will change policies to reflect the new orders. In all cases, decisions about when children and staff can return to school will be made</p>	MS-HS Administration, SMASD School Nursing Staff PA Department of Health	Starting immediately; ongoing

	<p>in close cooperation with state agencies and qualified healthcare providers.</p> <p>Guidance has been changing regularly, and ECCSS administration is in constant contact with all proper authorities to make sure our schools remain in compliance.</p> <p>**For confirmed or probable cases, physician or DOH documentation is required to return to school</p>	<p>in close cooperation with state agencies and qualified healthcare providers.</p> <p>Guidance has been changing regularly, and ECCSS administration is in constant contact with all proper authorities to make sure our schools remain in compliance.</p> <p>**For confirmed or probable cases, physician or DOH documentation is required to return to school</p>		
<p>3E. Notifying staff, families and the public of school closures and within-the-year changes in safety</p>	<p>For any notification of changes ECCSS will utilize their emergency notification system to notify the staff, students, and public. The information will also be posted on the school website and social media pages.</p>	<p>For any notification of changes ECCSS will utilize their emergency notification system to notify the staff, students, and public. The information will also be posted on the school website and social media pages.</p>	<p>MS-HS Administration</p>	<p>Starting immediately; ongoing</p>
<p>3F. Meeting the needs of students who are unable to attend school</p>	<p>The school inclusion team will meet along with the administration and parents to develop a plan to meet the needs of students unable to attend school. Strategies may include online instruction, remote instruction (synchronous or asynchronous) or take-home packets.</p>	<p>The school inclusion team will meet along with the administration and parents to develop a plan to meet the needs of students unable to attend school. Strategies may include online instruction, remote instruction (synchronous or asynchronous) or take-home packets.</p>	<p>Inclusion team MS-HS Administration</p>	<p>Starting immediately, ongoing</p>

<p>3G. Other monitoring and screening practices</p>	<p>Administration and the Core Team will monitor mitigation levels and make adjustments to the plan as needed</p>	<p>Administration and the Core Team will monitor mitigation levels and make adjustments to the plan as needed</p>	<p>MS-HS Administration Return to School Core Team</p>	<p>Starting immediately; ongoing</p>
<p>3H. Mental Health Resources for Staff and Families</p>	<p>Provide families information on the resources that are available from local providers and contact information for programs.</p> <p>Update parents and staff as to the referral process in the event of remote learning</p> <p>Provide staff with training for 'look fors" with respect to mental health concerns, strategies for dealing with students and referral information.</p> <p>Provide students and staff information about self care during a pandemic</p>	<p>Provide families information on the resources that are available from local providers and contact information for programs.</p> <p>Provide staff with training for 'look fors" with respect to mental health concerns, strategies for dealing with students and referral information.</p> <p>Provide students and staff information about self care during a pandemic</p>	<p>Wellness committee of CORE Team</p>	<p>Starting immediately; ongoing</p>

AREA 4: OTHER CONSIDERATIONS

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
<p>4A. Protecting Students</p>	<p>Students with complex</p>	<p>Students with complex</p>	<p>MS-HS Administration</p>	<p>Starting immediately; ongoing</p>

<p>and Staff at high risk for severe illness</p>	<p>medical needs returning to school will develop a plan similar to the Inclusion process.</p> <p>Staff with complex medical needs will develop a plan in conjunction with the school administration</p>	<p>medical needs returning to school will develop a plan similar to the Inclusion process.</p> <p>Staff with complex medical needs will develop a plan in conjunction with the school administration</p>	<p>SMASD Nursing Staff School Inclusion Staff</p> <p>MS-HS Administration</p>	<p>Starting immediately; ongoing</p>
<p>4B. Use of Personal Protective Equipment by Staff</p>	<p>Staff will be provided with essential PPE</p>	<p>Staff will be provided with essential PPE</p>	<p>MS-HS Administration</p>	<p>Starting immediately; ongoing</p>
<p>4C.Strategic Deployment of Staff</p>	<p>Best practices will be implemented in order to maintain the health and safety of staff.</p> <p>Adjustments in deployment may be required</p> <p>If necessary, learning may shift to a remote format.</p>	<p>Best practices will be implemented in order to maintain the health and safety of staff.</p> <p>Adjustments in deployment may be required</p>	<p>MS-HS Administration</p>	<p>Starting immediately; ongoing</p>
<p>4D. Learning Management System</p>	<p>Staff and students will receive additional training in the use of the school's learning management system in order to maximize the use of the system to facilitate the flow of work between students and teachers.</p>	<p>Staff and students will receive additional training in the use of the school's learning management system in order to maximize the use of the system to facilitate the flow of work between students and teachers.</p>	<p>MS-HS Administration Technology Staff</p>	<p>Start of the school year; ongoing</p>
<p>4E. Policy Revision</p>	<p>Update school and staff policies in the areas of attendance, time off, and to address student and staff expectations concerning face</p>	<p>Update school and staff policies in the areas of attendance, time off, and to address student and staff expectations concerning face</p>	<p>ECCSS Administration - Staff Policies MS-HS Administration - Student Policies</p>	<p>8/15/2020 and ongoing</p>

	coverings, social distancing and appropriate conduct in the current environment Update the school practices and expectations concerning remote learning in the event that students or the school must return to that mode of learning.	coverings, social distancing and appropriate conduct in the current environment Update the school practices and expectations concerning remote learning in the event that students or the school must return to that mode of learning.		
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AREA 5: CATHOLIC IDENTITY

Area	Description of Action - Yellow	Description of Action - Green	Responsible Individual/ Group	Frequency
5A. Opportunities for celebration of Mass	Subgroups within the school will attend weekly mass in-person to maintain proper social distancing within the chapel. Other groups may attend mass virtually All of the Bishop Persico's Resumption of Public Worship guidelines will be followed	Subgroups within the school will attend weekly mass in-person to maintain proper social distancing within the chapel. Other groups may attend mass virtually All of the Bishop Persico's Resumption of Public Worship guidelines will be followed	MS-HS Administration Campus Ministry Staff	Start of the school year, ongoing
5B. Daily Prayer	Acknowledge the emotional impact of the COVID-19 pandemic through daily prayer and class prayer	Acknowledge the emotional impact of the COVID-19 pandemic through daily prayer and class prayer	Campus Ministry Staff; Theology Teachers	Start of the school year, ongoing
5C. Class Retreat and Other Religious Ceremonies and	Campus Ministry team will research and develop alternate means to deliver	Campus Ministry team will research and develop alternate means to deliver	MS-HS Administration Campus Ministry Staff	Start of the school year, ongoing

Events	class retreat experiences that will incorporate social distancing practices The Campus Ministry team will research and develop alternate means to hold traditional ceremonies (May Crowning, Stations of the Cross, Adoration, etc.)	class retreat experiences that will incorporate social distancing practices The Campus Ministry team will research and develop alternate means to hold traditional ceremonies (May Crowning, Stations of the Cross, Adoration, etc.)		
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AREA 6: PROFESSIONAL DEVELOPMENT:

The following training will be provided for **FACULTY AND STAFF** starting on 7/15/20 and ongoing throughout the 2020-2021 school year:

Topic	Responsible Individual
Review of the Health and Safety Plan	John Schneider - MS/HS Principal
Cleaning, Sanitizing, Disinfecting and Ventilation Protocols	Maintenance Supervisor and School Administration
Hygiene Practices	SMASD Nursing Staff and School Administration
Wellness Considerations	School's Mental Health Liaison and School Administration
Technology - Maximizing the Learning Management Platform	Technology Coordinator and School Administration

The following training will be provided for **STUDENTS** starting on 8/13/20 and ongoing throughout the 2020-2021 school year:

Topic	Responsible Individual
Hygiene Practices and Social Distancing	SMASD Nursing Staff and School Administration & Faculty

Technology - Maximizing the Learning Management Platform	Technology Coordinator
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The following training will be provided for ECCSS STAKEHOLDER GROUPS starting on 8/1/20 and ongoing throughout the 2020-2021 school year:

Topic	Responsible Individual
Review of the Health and Safety Plan	John Schneider - MS/HS Principal

AREA 7: COMMUNICATIONS CONSIDERATIONS

The following communications will be about health and safety protocols will be established beginning 7/15/2020 and will be ongoing throughout the 2020-2021 school year:

Topic	Audience	Responsible Individuals	Mode of Communications
Review of the Health and Safety Plan and Procedural and Process Implications	All Stakeholders, CSO, Parents, Students, Staff	John Schneider - MS/HS Principal Jessica Fritz - ECCSS Communications and Marketing	ECCSS Website, Social Media Pages, Local Media, Parent - Student - Staff Sign Off - Virtual Information Night Program

<p>Plans for Instruction in school and remotely and commitment to the school's mission.</p>	<p>All Stakeholders, CSO, Parents, Students, Staff</p>	<p>John Schneider - MS/HS Principal Jessica Fritz - ECCSS Communications and Marketing</p>	<p>ECCSS Website, Social Media Pages, Local Media, Parent - Student - Staff Sign Off - Virtual Information Night Program</p>
<p>Current Mitigation Levels</p>	<p>All Stakeholders, CSO, Parents, Students, Staff, Department of Health</p>	<p>John Schneider - MS/HS Principal Jessica Fritz - ECCSS Communications and Marketing</p>	<p>Reports to CSO, Board of Directors, other Advisory Groups. Periodic updates to all stakeholder groups.</p>

- Sources:**
- Diocese of Erie: School Leaders - Return to School Plan**
 - United States Centers for Disease Control**
 - Pennsylvania Department of Health**
 - Johnsonburg Area School District - Health and Safety Plan for the 2020-2021 School Year**
 - Saint Marys Area School District - Draft of Health and Safety Plan for the 2020-2021 School Year**