



Urban Pathways K-5 College Charter School Health and Safety Re-Entry Plan for SY 21-22

The COVID-19 pandemic has impacted our society as a whole. We have learned how small our world really is and how a virus can change the ways we live and engage with each other. It has shown us the importance of strength, resilience, and unity. We, as a global society, have united against this virus that threatens our most vulnerable populations including our underserved communities.

Since 2011, Urban Pathways K-5 College Charter School has strived to bring equity and excellence to educational endeavors. We are proud to provide support in creative and inspiring ways to the communities and families that we serve.

The path to reopening our school building is based on public health frameworks, guidance from experts such as the Governor’s team, the Pennsylvania Department of Education (PDE), the World Health Organization (WHO), and the Centers for Disease Control and Prevention (CDC). The following plan outlines the necessary steps for a safe and healthy return to school for us all -- staff, students, and families. It is vital to understand that this plan is flexible and will evolve as we receive updated, science-based information.

In formulating this plan, we thoughtfully and intentionally investigated a wide variety of scenarios and circumstances. One thing became very clear - that it is impossible to utilize a “one size fits all” approach to reopening our buildings. Our plan takes into account our ‘people first’ value and will best meet the needs of our students and staff.

Pandemic Coordinator and Team

Pandemic Coordinator: Mrs. Merisa Marsh- Principal and Chief Academic Officer

Pandemic Team Responsible for Health and Safety Plan Development and Pandemic Crisis Response

- Ashlee Anthony - Dean of Students
- Sattarah Bolden – School Operations Manager
- Mrs. Kolicia Davis – Chief Operating Officer
- Mr. Paul Spradley - Board of Trustees President

Key Factors The following key factors provide the framework for Urban Pathway K-5’s reopening plan:

******1. This public health emergency requires adaptive planning that can evolve as new information emerges**

2. School buildings will remain open for the rest of the 2021–22 academic year. **Future infection rate increases may warrant waves of short-term school building closures, rolling building closures, or partial and/or staggered school reopenings.**

3. Reopened school buildings and schedules will require modifications based on guidance from national, state, and local health officials. To align with best health practices modifications may include (but not be limited to) physical distancing measures, temperature screenings, and frequent disinfecting of classrooms and all other ‘high-touch’ surfaces.

4. Health-related accommodations will be necessary for educators, administrators, school staff, and students who may have pre-existing medical conditions that could be exacerbated by infection with COVID-19 in accordance with the interactive process for ADA for staff and homebound instruction or other remote accommodations for students.

Guiding Principles The following guiding principles will inform and shape our decision-making process:

1. Urban Pathways K-5 will make good-faith decisions based upon what is best for our students, staff, and families.

2. Urban Pathways is responsible for meeting the needs of all students, including the unique needs of students from distressed circumstances, students with disabilities, and English language learners.

3. Urban Pathways K-5 is responsible to serve all students, even -- and especially -- during times of social disruption when remote learning is the primary educational delivery mechanism requiring students to connect from home to online instruction and resources.

4. State and federal officials are responsible to provide financial resources that schools need to cover the additional costs of operating during a shutdown or in accord with public health recommendations.

Urban Pathways K-5’s Commitment to Physical, Mental, and Emotional Wellness

Our school remains committed to the physical, mental and emotional health of our staff and our students. We are accountable for following best practices in the workplace and educational space safety when planning for staff and students to return to school. These best practices may include, but not be limited to:

- Maintaining social distance
- Sanitizing and cleaning
- Utilizing and providing safety equipment access including face masks and gloves when applicable

- Conducting routine, regular health checks
- Wellness checks including processes policies for ensuring safety and wellness
- Maintaining medical privacy while following CDC guidelines for pandemics

Face coverings are no longer required for all students and staff except for on

- Public transportation
- School buses

We will follow this order as long as it is in effect by the Secretary of the PA Department of Health. Schools will also provide students with supplemental face coverings in the event they do not have one from home when scholars are dismissing to school and boarding the school bus or other public transportation.

Path Forward Specific to COVID-19 For the current COVID-19 Pandemic, Urban Pathways K-5 has outlined steps for the following 3 scenarios that align with PDE's color-coded action scenarios:

- (GREEN) Scenario 1: School begins with in-person instruction and remains open as normal. All students and staff will be in their classes daily, following CDC safety guidelines.
- (YELLOW) Scenario 2: School begins with staggered in-person instruction with approximately 50% of students attending in-person twice per week in grades K-2 and 3-5. Students in grades K-2 and 3-5 will engage in remote learning for the remaining three days each week.
- (RED) Scenario 3: School building opening is delayed and planned instruction is delivered fully remotely to all students in grades K-5. **As of July 24, 2020, we are at code RED as a school district.**

Core Response Protocol The following steps will be taken during the 2021/22 school year as soon as staff return and school buildings open regardless of the learning scenario outlined above.

Communication Urban Pathways K-5 is committed to keeping all members of our school community informed in a timely manner. The Superintendent/CAO will provide regular updates to staff and families via School Messenger, Social Media, and the school's website. The website has a devoted COVID-19 news and information section linked on the homepage that will include all updated procedures that address the pandemic, and social and traditional media will be used to keep the community informed.

Student and Staff Hygiene and Disease Prevention Members of the Urban Pathways K-5 community are to follow the below essential steps to help prevent the spread of this (and other) respiratory viruses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a cloth or disposable face mask while around others.
- Cover your cough or sneeze with your elbow or with a tissue, then throw the tissue in

the trash.

- Stay home when sick. Staff members must follow the school's time off policy.

Urban Pathways K-5 expects that staff, students, and family members reference the CDC document "How to Protect Yourself and Others." This document will be shared out.

Wellness for Students, Families, and Staff

This pandemic may have been a traumatic event for some students, families, and staff. We must assure that our students and staff are feeling safe and confident to return to school and work in the fall, whether that is a face-to-face or remote learning and working environment. Urban Pathways K-5 will survey families and staff before reopening to gauge community wellness and to identify support needs.

Restorative Practices training for staff will be part of a broader Social Emotional Learning curriculum delivered during summer professional development by Counselors, the Dean of Students, and an outside organization.

Grief counseling will be made available to offer support for individuals who lost loved ones during the stay at home orders and were not able to gather or grieve as normal.

Students: Urban Pathways K-5 is committed to whole-student wellness. The existing backpack feeding program through the Heyward House will continue to ensure that all students have access to nutritious meals. Additional resources are being identified to build a resource bank for families in need of food. Donations of uniform items have been delivered to the school by Urban Pathways K-5 families and will be distributed to families who may be in need of uniform items.

Privacy Protection Urban Pathways K-5 will continue to follow existing policies regarding Privacy Protection including the Personally Identifiable Information Policy and FERPA requirements as outlined in the Student and Family Handbooks. Additional policies addressing HIPAA are being drafted with regard to both staff and students.

Staff Considerations Managing Refusals to Return Our return to in-person work will allow us to resume the team collaboration that is vital for us to continue the work that supports our central mission -- to educate our students. The PTO and FFCRA policies will be consistently followed for all staff. The Principal/CAO is the only person that may grant approval additional time off and/or requests for accommodations.

New Staff Onboarding The Director of Human Resources and Technology Education Specialist is adjusting the onboarding processes to ensure that all new staff members have access to standard systems and technology such as a laptop, Zoom meeting software, and learning software such as Google Classroom. Additionally, all new staff will participate in all planned summer professional development.

Professional Development Summer professional development for staff will be deployed in a safe manner in accordance with PDE, CDC, and WHO guidelines and may be in-person or

virtual; depending on current guidelines.

Educator Evaluation In the event that any school is closed for six weeks or more, the educator and school staff evaluation process will be modified to account for fewer observation opportunities. The Principal will provide more information in this event, but the “Do No Harm” concept will be taken into account for evaluations and observations that result from remote learning.

Essential Staff Essential staff ensure the equitable provision of multiple life-sustaining services to students and families. Urban Pathways K-5 defines the following as essential staff: Operations including Food Service and Custodial staff, Information Technology, Senior Leaders, Directors, School Leadership Teams, and other designated staff as approved by the Pandemic Response Team. Essential staff can be called to work a full schedule on-site depending on the circumstances to support student nutrition, facility maintenance, remote instruction, and other critically required functions.

School Calendar The 2021-22 school calendar is posted on the Urban Pathways K-5 website, and instruction is planned to begin on August 25, 2021.

Flexible Instructional Days Urban Pathways K-5 will complete a 2021/22 Flexible Instructional Days (FID) application by the deadline of September 1, 2021. Upon PDE approval, these days may be used as part of Urban Pathways K-5's “return to school” plan or for other school closure reasons such as weather.

Scenario 1 Response Protocol: School begins with in-person instruction and remains open as normal. All students and teachers will be in their classes daily, following CDC safety guidelines.

Building Operations, Logistics and Social Distancing Entering the School Everyone entering the building will be required to wear a face mask covering both nose and mouth at all times, including staff and students. All staff and students entering the school will be checked via infrared thermometer for fever (temperature of 100.4°F or greater) and will be required to respond verbally to a COVID-19 questionnaire regarding high-risk factors such as travel and exposure. Specific opening and closing times will be identified for all buildings to ensure that all individuals undergo this screening. In the event that a student or staff member is identified with a fever or high-risk factors, the following processes and policies will take effect:

- Staff or Student: COVID-19 Protocols for Nurses to be developed by Director of Human Resources
- Staff: PTO Policies to be developed by Director of Human Resources

Student and Staff Greetings Urban Pathways K-5 is encouraging the school community to develop unique physical greetings, such as elbow bumps or foot taps in lieu of handshakes and hugs to support social distancing efforts while maintaining a welcoming, friendly environment.

Arrival and Dismissal Arrival: Sidewalks will be marked to accommodate social distancing requirements. Students will be required to stay on the bus until an Urban Pathways staff

member dismisses them from the bus to line up on marks accordingly. Students and staff will enter the school in line while observing the "Entering the School" steps. Students will be sent directly to their homeroom to eat breakfast. Breakfast materials will already be in homeroom for them. Principals will determine any required adjustments to schedules based on social distanced arrival.

Student Bathroom Processes One student will be permitted to use the bathroom at a time. Signage will be posted that students will be directed to use to ensure that bathroom occupancy is noted. As part of the increased disinfecting processes, bathrooms will be cleaned every one to two hours.

Technology Devices: Students will return technology during the last week of school unless the student is participating in ESY. A tech team or school team member will be available during normal school hours for technology return. Social distancing measures will be observed, and families will receive paper return receipts for the devices. Students and families will be directed to make arrangements if they are not available during normal school hours for device return.

Starting **June 1th**, the devices will be sanitized, assessed and repaired for redistribution to students. Urban Pathways K-5 will have 1:1 devices during the 2021/22 school year with chromebooks students across grades K-5. Families will be required to agree to the Chromebook Lending Agreement and sign off digitally or in person. Electronic signature can be completed on a smartphone or email via DocuSign in the event that the family lacks access to a computer. If the family is unable to access a smartphone, the family will be connected with a member of the Technology Team for next steps. Signed Technology Loan Agreements will be saved by the Educational Technology Specialist with viewable access for school staff members. The Education Technology Specialist will coordinate with school principals for device deployment in accordance with social distancing guidelines in the event that the learning model changes and laptops need to go home.

Device expectations will be outlined in the Chromebook Lending Agreement. All laptops will be placed in secure laptop carts at the end of each school day for charging. Padded, secure laptop bags will be provided to ensure the safe transportation of the laptop to and from school in the event that the learning model changes and laptops must go home.

Software: The Technology Team will collaborate with the Principal to ensure that Google Classroom rosters are set up and that all other software tools can be rostered through Clever (if applicable). This will provide seamless access for students and remove potential technical barriers to learning.

Locker Use Students will use individual lockers to align with CDC guidelines to "keep each child's belongings separated from others." Lockers will be accessed upon arrival and dismissal each day. When lockers are not available, student belongings will be placed on hooks that are spread apart.

Transportation Urban Pathways K-5 will work together with the resident districts and transportation companies to agree on a transportation plan that adheres to recommended processes regarding cleaning and that requires social distancing of students. We will

communicate with resident districts regarding any plans that may impact transportation, such as a staggered in-person schedule.

Recess Students may engage in recess inside the classrooms as long as social distancing measures are enforced. Any equipment/toys will be wiped down between use.

Field Trips Urban Pathways K-5 is instituting a moratorium on field trips through December 31, 2022. We will evaluate a potential extension of this moratorium near the Thanksgiving holiday. Classroom teachers may develop a list of virtual field trips that can be delivered to students during the school day. We recognize that closing the experience gap is a key aspect of programming, and to that end, virtual field trips and opportunities are strongly encouraged for students during this time.

Afterschool Tutoring Program Urban Pathways K-5 has plans to begin an after-school tutoring program in ELA and Mathematics for grades 3-5 starting in October. We will continue this plan with necessary safety precautions.

Summer Programming/Extended School Year All summer programming will be operate as normal based on CDC and state guidelines.

Cleaning and Sanitization Cleaning Procedures at

The school will continue to keep on staff a sanitizing specialist who will implement a robust cleaning/sanitizing program every 1-2 hours, each day, to ensure that our building meets cleanliness guidelines.

Sanitizing Specialist will use hospital grade, CDC approved disinfectants and color coded cleaning tool systems to prevent cross contamination daily when cleaning. Sanitizing Specialist will ensure:

- All restroom soap and paper towel holders are in good working condition and are supplied
- All hand sanitizer units are full
- All door knobs, railings, bathrooms and other surfaces routinely touched will be cleaned every 2 hours
- Daily cleaning checklist is completed and signed

Classroom teachers and other staff will be provided with disinfectant wipes and hand sanitizer. Commonly used surfaces (e.g., keyboards, desks, remote controls) will be wiped down 2x per school day or more often as needed by teachers and staff.

Food Distribution and Nutrition Prior to breakfast and lunch, students will be required to either wash their hands or use hand sanitizer. Students will eat breakfast and lunch in their classrooms. We will determine the most appropriate method to obtain lunch as follows: (1) students will walk to the cafeteria while maintaining social distancing guidelines, pick up lunch, and return to the classroom to eat, or (2) lunches will be delivered to the classrooms on carts similar to breakfast. Teacher assistants and school leadership team members will oversee classroom lunches as normal so that teachers may have a dedicated lunch break.

Supplies We will ensure that a three months supply of all cleaning materials and PPE will be kept in stock at our building. A stockpile of hand sanitizer, disinfecting wipes, gloves and face masks has been ordered and are ready for the start of the school year.

Urban Pathways K-5 has ordered face masks for use by both staff and students. Staff will be permitted to wear their own individually purchased or hand-made masks, but if one is required one will be provided.

Urban Pathways K-5 ordered 14 infrared thermometers to measure staff and student temperatures upon building entry.

Plexiglass shield barriers will be installed for all classroom desks, round tables, and U-tables as well as the administrative assistant's desk in the main office.

Training and Professional Development for Staff and Students Additional required professional development will be deployed to train all staff on hygiene including:

- Proper classroom, office and common space hygiene
- Communicating hygiene standards to students
- Properly wearing and cleaning face masks
- Identifying the signs of COVID-19
- Guidance on in-person and one on one instruction

Additionally, the school nursing team will visit all classrooms to conduct training on proper hand hygiene, covering coughs and sneezes, and other important health topics related to the pandemic.

Staff and Student Illness - Isolation Room for Students and Staff The school will identify an isolation room to be used by students or staff presenting symptoms of COVID-19 while at school. The recommended room will be reviewed and approved by the Principal/CAO. Any student exhibiting symptoms of COVID-19 such as fever greater than 100.4°F, coughing, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell will be sent to the isolation room separate from other students and staff members.

The isolation room should be monitored by the Triage Nurse. Dividers will be used in the event that there are two or more students using the isolation room at one time. The student's family member will be called for immediate pickup. Upon nurse evaluation, an ambulance may be called if the situation is severe. The nurse must notify the paramedic or the ER prior to contact with the student is exhibiting symptoms of COVID-19. Staff will be directed to return home immediately upon identification of fever. If the staff member is unable to drive home on their own or must wait for a ride, the staff member will stay in the isolation room.

Staff and Student Expectations Regarding Staying Home The Student and Family Handbook provides guidance on "When to Keep Your Child Home from School." Both staff and students are expected to follow this guidance. Additionally, the Allegheny County Health Department and the Centers for Disease Control and Prevention have provided the following

guidelines:

- Your child should not be sent to school hoping that he or she will feel better after arriving.
- Your child should be kept home following an overnight bout of nausea, vomiting, or diarrhea and watched for further symptoms.
- Your child should remain home if he/she has had a temperature of 100 degrees or higher. A child should have a normal temperature for 24 hours or as long as outlined in current CDC guidance without fever reducing medicines before returning to school.

If a school building has a high number of staff absences and is unable to staff the building to safely accept students, the Principal/CAO will make a decision about a building closure and the length of the closure.

Reference the CDC guidelines for "When You Can be Around Others After You Had COVID-19."

Presumptive Positive or Confirmed Positive COVID-19 Case for a Student, Students's Family, School Employee or Family When an employee, parent or student communicates a 'presumptive' positive test or 'confirmed' positive test for COVID-19 for himself/herself or his/her family member living in the same residence, the staff member or notified staff member must immediately contact the UPCSK5 COVID response team so that the positive test can be confirmed with Allegheny County Health Department (ACHD). The name and birth date of the individual testing positive or having a presumptive positive test must be shared so we can receive confirmation from the ACHD regarding the diagnosis. The Director of HR will communicate the results with the CAO/Principal. As appropriate and necessary, direct supervisors will also be notified with only pertinent information that will allow them to take appropriate precautions within/across buildings. All federal, state, and local laws and regulations will be followed accordingly. Health records/data may be released to relevant health agencies under HIPAA's health or safety emergency exception.

In the event that the student or staff member is at school at the time of the confirmation of diagnosis, arrangements will be made with parents/guardians for immediate dismissal to home, and the student will be moved to the designated sick room as outlined in a previous section to limit contact with other students and staff. Staff should be dismissed immediately.

The following outlined procedures will be used for time off for staff and students affected by COVID-19: [Add language here about staff time off procedures and student returning after illness or if family member is ill]--Other districts are indicating Legal has something for this piece.

Infected staff or students may not return to the building unless a 14-day quarantine period has occurred or negative COVID-19 test results are provided.

Staff and Student Preparation for Short Notice Closure Staff and students are expected to be prepared for a short notice school closure as a result of the pandemic. Staff and students should take computers and chargers home every evening. Food that can spoil such as produce should not be left in lockers or desks.

School Closure Decisions for Deep Cleaning or as Directed by Officials If there are confirmed cases at our school, the school will be closed for sanitization. Systems 4 will be called in to disinfect and sanitize classrooms and/or entire buildings with a 100% botanical fog. A closure may extend from 1-28 days depending on the circumstances, and may include a single or a group of classrooms. In the event that a school is closed, that school will move into "Scenario 2." See section below for guidance.