



# ARP ESSER Health and Safety Plan Guidance & Template

---

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

## Health and Safety Plan Summary: **Harambee Institute of Science and Technology Charter School**

**Initial Effective Date: August 16, 2021**

**Date of Last Review: April 21, 2021**

**Date of Last Revision: June 24, 2020 (approved by the governing board)**

How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

1. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

Harambee will provide continuity of learning for all students aligned to the school's mission, vision, and core values. With a focus on technology and innovation within the overall design, key elements of the plan include:

- Access and equity for all students are ensured through the implementation of a 1:1 device initiative with an opportunity use a loaner device (Chromebook) and receive free internet services through Comcast Essentials or hot spots.
- Students will be provided with both consumable and digital materials that can be accessed in and out of the school building.
- Digital platforms will be used and licenses will be maintained for instruction, assessments, enrichment, student engagement, assignments, and communication (e.g., Google Classroom, Zoom, Class Dojo, Nearpod, Desmos, Pear Deck, iReady Math, IXL, HMH, A to Z, and Scholastic Reading).
- Robust MTSS framework to address academic, attendance, and behavior with an intervention block built into the daily schedule.
- Monthly professional development for teachers and job embedded professional development provided by administrators and coaches.
- Infusion of trauma informed practices and social and emotional learning in the instructional program.
- Continuity of cultural rituals and practices such as morning circle, cultural celebrations, and student presentations.
- The strategic use and deployment of all staff regardless of job title – teachers,

paraprofessionals, counselors, school safety, and conflict resolution team.

- Attendance Team will coordinate outreach, family engagement, and intensive supports for students that are chronically absent and/or truant.

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

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <a href="#">masks</a> ;	<p>In accordance with the guidance from the CDC and the Philadelphia Department of Public Health, all Harambee employees, contractors, vendors, students, and visitors must wear a face mask that covers the mouth and nose at all times while in a Harambee space (buildings, grounds, classrooms, offices, etc.). Face masks do not replace the need to maintain social distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines.</p> <p>Employees who work in their own office (that is not shared with anyone) are permitted to remove their mask when they are alone. However, you must wear your mask if anyone comes into your office, and at all other times when in any other space.</p> <p>Employees may remove their masks while eating or drinking, provided they are situated six feet away from others, perform the necessary hand hygiene, and replace the mask when they are done. If you remove your mask to eat or drink, please be careful to maintain your mask on your person by dropping it below the chin or placing it in your pocket or on your lap. Do not sit the mask on tabletops or other surfaces.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>b. <a href="#">Modifying facilities to allow for physical distancing</a> (e.g., use of cohorts/podding);</p>	<p>Increasing the physical distance between individuals can reduce transmission. All Harambee employees, contractors, vendors, students, and visitors must follow social distancing practices. Building occupants must maintain at least three feet of social distance at all times. Gatherings will be limited to adhere to state and local restrictions, with participants three feet away from each other and wearing masks at all times.</p> <p>Employees are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.</p> <p>Furniture may not be moved or re-arranged. All classrooms have been staged for social distancing purposes.</p> <p>Signage, seating layouts, modified schedules with cohorts, maximum room occupancy, and physical barriers will be used as needed to comply with the guidance from the CDC and the Philadelphia Department of Public Health (PDPH). A staff deployment plan will be developed, reviewed daily, and adjusted according to the health and safety needs of the school community.</p>
<p>c. <a href="#">Handwashing and respiratory etiquette</a>;</p>	<p>All are encouraged to wash hands with soap and water frequently, for at least 20 seconds, particularly after coming into contact with high-touch surfaces, such as doorknobs, handrails, and commonly used equipment, before and after touching your mask, and when using the restroom.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>Alcohol-based hand sanitizer is provided throughout the building if hand washing is not feasible.</p> <p>All are instructed to:</p> <ul style="list-style-type: none"> <li>• Cough/sneeze into sleeves, preferably into the elbow. When using a tissue, discard it properly and clean/sanitize hands immediately.</li> <li>• Avoid touching your face, particularly eyes, nose, and mouth because these are the entry points for the virus.</li> <li>• Avoid using other employees' cell phones, desks, offices, or other work tools and equipment.</li> </ul>
<p>d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a>;</p>	<p>All frequently touched surfaces will be frequently cleaned, sanitized and disinfected per CDC Guidance. Deep cleaning will be conducted regularly. The cleaning solutions used are recommended by the CDC and approved by the EPA.</p> <p>The building hours of operation will be strictly enforced to allow time for the facilities team to complete the cleaning protocols each night.</p> <p>Additional modifications have been made (sprayers, hand towel dispensers, etc.) to reduce exposure. All drinking fountains are closed. Bottled water will be provided.</p> <p>Along with following all regulatory requirements for social distancing and wearing PPE, the following actions have and will be taken to provide safe indoor air quality in the Harambee School buildings.</p> <ul style="list-style-type: none"> <li>• Our HVAC System evaluation and repair ensures the following:</li> </ul>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<ul style="list-style-type: none"> <li>○ The system maintains maximum outside air flow to all occupied spaces.</li> <li>○ Clean air filters of a rating higher than MERV-11 providing Industry Standard High Efficiency air filtering.</li> <li>○ 100% of all equipment fully operational.</li> <li>● Our HVAC System operates as follows: <ul style="list-style-type: none"> <li>○ System maintains comfortable, humidity free occupied space.</li> <li>○ Occupied spaces are exhaust and supplied with outside tempered continually.</li> <li>○ System will operate in full “Occupancy” mode even in hours of non-occupancy to flush the building with constant building wide air changes.</li> </ul> </li> </ul> <p>Through our HVAC contractor all Heating and ventilation equipment has been inspected, evaluated and repaired. All filters have been changed and are high efficiency pleated filters. All units are at full operation and all of these units draw outside air in their operation. Through the correct operation of these units as well around the clock operation, the HVAC system will provide air changes in all occupied spaces that will be made throughout the day as well as complete “air washing” of spaces during non-occupied times.</p>
<p>e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a>, in collaboration with the State and local health departments;</p>	<p>When notified of a staff member, student or approved visitor with a confirmed case of COVID-19, Harambee will coordinate with PDPH on COVID-19 reporting and response efforts. To facilitate contract tracing, all staff must swipe their key fob to enter the building, all visitors must sign</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>a log and provide their telephone number and the purpose of their visit with the location, and all persons entering a classroom for 15 minutes or more are required to sign the Classroom Visitor Log.</p> <p>All presumptive and confirmed cases will remain home until all of the following are true:</p> <ul style="list-style-type: none"> <li>• at least 10 days since the onset of symptoms AND</li> <li>• 24 hours free of fever without the use of fever reducing medication, (Tylenol, Motrin, etc.) AND</li> <li>• symptoms are improving</li> </ul> <p>The school will:</p> <ul style="list-style-type: none"> <li>• Notify PDPH and provide the following information: student's name, contact information, and when they were last at the facility.</li> <li>• Collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within 6 feet of the infected student during the 48 hours before onset of symptoms. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.</li> </ul>
<p>f. <a href="#">Diagnostic</a> and screening testing;</p>	<p>Harambee recommends testing in the presence of symptoms, and/or when an individual has been exposed to someone with COVID-19. Those that have been potentially exposed to someone who tested positive for COVID should complete testing 5-7 days after the first day the individual became symptomatic or</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>tested positive (if asymptomatic). Staff and students' families should consult with health care providers concerning further details on testing.</p> <p>Harambee will focus its efforts preventive strategies to reduce the spread of COVID-19 that includes frequent handwashing/hand sanitizing, temperature monitoring, wearing face masks, social distancing, and frequent high contact surface cleaning.</p> <p>To determine if testing is required, individuals should contact their healthcare provider. Harambee's healthcare plan covers the cost of COVID testing.</p>
<p>g. Efforts to provide <a href="#">vaccinations to school communities</a>;</p>	<p>Harambee will regularly share vaccination information and opportunities with staff, students, parents, and families through its communication vehicles of Class Dojo, letters, robocalls, newsletters, school website, and special events.</p> <p>Harambee will continue to partner with local organizations to provide vaccination opportunities to members of the school community.</p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>Harambee's health and safety protocols apply to all children. The school will provide special accommodations if necessary to meet the individualized needs of students.</p>
<p>i. Coordination with state and local health officials.</p>	<p>Harambee will coordinate with PDPH on COVID-19 prevention, reporting and response efforts and will align our practices to the recommendations of the department's health officials. The school will continue to participate in meetings and surveys provided by the health department.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Harambee Institute of Science and Technology Charter School** reviewed and approved the Health and Safety Plan on **June 30, 2021**.

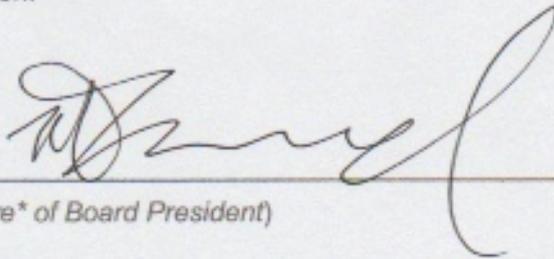
The plan was approved by a vote of:

Yes

No

Affirmed on:

By:



\_\_\_\_\_  
(Signature\* of Board President)

Maurice Baynard

\_\_\_\_\_  
(Print Name of Board President)

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

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

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