

# **HARAMBEE INSTITUTE OF SCIENCE & TECHNOLOGY CHARTER SCHOOL**

## **ADMINISTRATIVE REVIEW AND 2025 ADDENDUM**

### **REOPENING HEALTH AND SAFETY PLAN UPDATE**

Effective Date: March 2025

#### Introduction

The Administrative Review and Addendum 2025 serves as an operational update to the Harambee School Reopening Health & Safety Plan. This document ensures that school health and safety measures remain in alignment with the latest guidance issued by the Philadelphia Department of Public Health (PDPH), which serves as the primary governing health authority for Harambee Institute of Science & Technology Charter School.

This review also acknowledges best practices from the Pennsylvania Department of Health (PA DOH) and the Centers for Disease Control and Prevention (CDC) as supplementary references to ensure a comprehensive and effective approach to school health and safety.

This review and update do not constitute a policy change but serve as an administrative documentation of compliance under operational oversight. As such, no board approval is required for these adjustments.

This review ensures that the school's operational health and safety measures remain up to date, practical, and effective in fostering a safe learning environment.

#### ESSER & ARP Compliance Statement

Harambee Institute of Science & Technology Charter School affirms that this Administrative Review and Addendum 2025 aligns with the compliance requirements established under the Elementary and Secondary School Emergency Relief (ESSER) Fund and the American Rescue Plan (ARP) Act.

This document serves as an official operational record of compliance, confirming that throughout the funding period, Harambee:

- Maintains safe and healthy school operations in accordance with Philadelphia Department of Public Health (PDPH) guidelines.
- Adapts health and safety protocols as necessary to support in-person instruction.

- Ensures effective implementation of operational health and safety measures to protect students and staff.
- Provides access to mental health and social-emotional learning (SEL) support for students and staff.
- Ensures that all protocols and expectations have been effectively communicated and implemented within the school community.

This review and addendum serve as the official documentation of compliance for federal funding evaluations and reporting purposes.

## ADMINISTRATIVE ADDENDUM 2025

The Administrative Addendum 2025 provides a side-by-side comparison of original policy language (2020 version) and updated policy language (2025 version) for transparency and operational clarity.

### 1. COVID-19 Protocols & General Health Guidelines

Original Policy (2020) – Page 3	Updated Policy (2025)
<i>“All students, staff, and visitors must wear masks at all times. Strict social distancing of 6 feet must be maintained in all settings. Cohorting of students is required.”</i>	<i>“Mask-wearing is optional but encouraged during high transmission periods or when experiencing symptoms. Social distancing mandates have been lifted, and cohorting is no longer required. Hand sanitizing stations remain available.”</i>

#### Rationale for Change:

Updated per **Philadelphia Department of Public Health (PDPH) Guidance for Schools**, reflecting current public health recommendations.

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### 2. Cleaning & Sanitation Protocols

Original Policy (2020) – Page 7	Updated Policy (2025)
<i>“All classrooms, hallways, and common spaces must be deep-cleaned twice per day. Disinfection of all high-touch areas every two hours.”</i>	<i>“Routine daily cleaning of classrooms and common areas is required. High-touch surfaces will be sanitized regularly. Deep cleaning will be conducted during outbreaks of illness or as directed by health authorities.”</i>

**Rationale for Change:**

Updated per **PDPH Guidelines for Schools and Childcare**, ensuring practical and effective sanitation practices.

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**3. Health Screenings & Illness Protocols**

Original Policy (2020) – Page 10	Updated Policy (2025)
<i>“Daily temperature checks required for all students and staff before entry. Mandatory health screening questionnaire completion upon arrival.”</i>	<i>“Daily health screenings are no longer required. A ‘Stay Home When Sick’ policy is in effect. Any student or staff member experiencing symptoms should remain home until symptom-free for 24 hours.”</i>

**Rationale for Change:**

Updated per **PDPH School Health & Safety Recommendations**, focusing on sustainability and realistic health measures.

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**4. Quarantine & Isolation Protocols**

Original Policy (2020) – Page 12	Updated Policy (2025)
<i>“Any student or staff member testing positive for COVID-19 must be quarantined for 10 days. Contact tracing required.”</i>	<i>“Quarantine and isolation protocols follow PDPH guidelines, which may vary based on the specific illness and current public health recommendations.”</i>

**Rationale for Change:**

Reflects **current PDPH Guidelines for Schools**, removing rigid quarantine mandates in favor of **adaptive health responses**.

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**5. Vaccine & Immunization Policy**

Original Policy (2020) – Page 18	Updated Policy (2025)
<i>“All extracurricular activities, including sports and after-school programs, are suspended indefinitely.”</i>	<i>“All extracurricular activities and athletics have resumed under normal operations. Best practices for health and safety will continue.”</i>

**Rationale for Change:**

Ensures a **full return to student engagement** while maintaining necessary safety standards.

**Personnel & Administrative Oversight Updates**

Due to employment turnover, some committee personnel overseeing this review have changed since the original 2020 document. The updated personnel list is available upon request but is not included in this document to maintain clarity and ensure proper administrative record-keeping. This ensures full transparency while maintaining compliance with school leadership oversight requirements.

**Conclusion**

The Administrative Review and Addendum 2025 formally documents Harambee's operational health and safety measures in accordance with the Philadelphia Department of Public Health (PDPH) and other guiding agencies. Harambee continues to align its health and safety protocols with PDPH guidelines, integrating best practices from PA DOH and CDC as supplementary references. This document serves as an operational record for compliance, reference, and reporting purposes.

**For questions or requests for additional documentation, please contact:**

**[gshannon@histcs.org](mailto:gshannon@histcs.org)**

**Approval & Distribution**

**Gregory G. Shannon, CEO/Principal**

**David A. Rosario, Chief of Operations and Administration**





# Phased School Reopening Health and Safety Plan

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

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

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

### Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): August 24, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
		Chief Executive Officer
		Counselor
		Nurse
		Assistant Principal for Specialized Services
		Security


## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- 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 as a result of the training be measured?

### Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b>	<ul style="list-style-type: none"> <li>• All drinking fountains will be closed for use by mouth. Only bottles may be used.</li> <li>• All frequently touched surfaces will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance.</li> <li>• Evening whole room &amp; hallway walls (where applicable) disinfecting via backpack sprayer w/applicable disinfectant and/or electrostatic foggers.</li> <li>• Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases.</li> </ul>	<ul style="list-style-type: none"> <li>• All drinking fountains will be closed for use by mouth. Only bottles may be used.</li> <li>• All frequently touched surfaces will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance.</li> <li>• In the evening, whole rooms &amp; hallway walls (where applicable) disinfecting via backpack sprayer w/applicable disinfectant and/or electrostatic foggers.</li> <li>• Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases.</li> </ul>	Ericka Washington, Assistant Principal For Operations	EPA Approved Disinfectant  PPE	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<ul style="list-style-type: none"> <li>All Custodial Staff will be trained on proper chemical application, PPE, and bodily fluid cleanup.</li> <li>For devices and materials that must be shared, ensure cleaning and disinfecting between uses.</li> <li>Hand Sanitizing Stations will be installed in each classroom</li> <li>If there is an individual with a suspected or confirmed case, PADOH only recommends closing and cleaning the area of the building where that individual occupied.</li> <li>HISTCS will utilize EPA approved disinfectants against COVID-19 as well as disinfectants containing hydrogen peroxide &amp; /or alcohol.</li> </ul>	<ul style="list-style-type: none"> <li>All Custodial Staff will be trained on proper chemical application, PPE, and bodily fluid cleanup.</li> <li>For devices and materials that must be shared, ensure cleaning and disinfecting between uses.</li> <li>Hand Sanitizing Stations will be installed in each classroom</li> <li>If there is an individual with a suspected or confirmed case, PADOH only recommends closing and cleaning the area of the building where that individual occupied.</li> <li>HISTCS will utilize EPA approved disinfectants against COVID-19 as well as disinfectants containing hydrogen peroxide &amp; /or alcohol.</li> </ul>	Ericka Washington, Assistant Principal For Operations	EPA Approved Disinfectant  PPE	Y

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?

- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<ul style="list-style-type: none"> <li>• Students will be seated 6 ft apart to comply with social distancing requirements.</li> <li>• Students will face the same direction in the classroom.</li> <li>• Students will remain in the classroom with core/content teachers rotating.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be seated 6 ft apart to comply with social distancing requirements.</li> <li>• Students will face the same direction in the classroom.</li> <li>• Students will remain in the classroom with core/content teachers rotating.</li> </ul>	<p>Sara Ferguson, Assistant Principal for Instruction</p>		<p>Y</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• The cafeteria will be closed. Breakfast will be served to students upon entry to the school. Lunch will be served in the classroom. Lunch period will be in classroom.</li> <li>• Hallway use will be staggered by classroom and by period.</li> </ul>	<ul style="list-style-type: none"> <li>• The cafeteria will be closed. Breakfast will be served to students upon entry to the school. Lunch will be served in the classroom. Lunch period will be in classroom.</li> <li>• Hallway use will be staggered by classroom and by period.</li> </ul>	<p>Erica Washington, Assistant Principal for Operations</p>	<p>Bins Carts</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	<ul style="list-style-type: none"> <li>Bathroom schedule will be staggered with a limited number of students in the restroom at the same time.</li> <li>All classrooms will follow a handwashing schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Bathroom schedule will be staggered with a limited number of students in the restroom at the same time.</li> <li>All classrooms will follow a handwashing schedule.</li> </ul>	Sheila Christopher, School Nurse		Y
* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	<ul style="list-style-type: none"> <li>CDC poster resources will be posted in highly visible locations throughout the building.</li> <li>Social media accounts as well as mailings (electronic/paper) &amp; website will provide information on behaviors that prevent the spread of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>CDC poster resources will be posted in highly visible locations throughout the building.</li> <li>Social media accounts as well as mailings (electronic/paper) &amp; website will provide information on behaviors that prevent the spread of COVID-19.</li> </ul>	Ericka Washington		N
* <b>Identifying and restricting non-essential visitors and volunteers</b>	<ul style="list-style-type: none"> <li>Visitors will not be allowed in the building. All meetings will be held virtually.</li> </ul>	<ul style="list-style-type: none"> <li>Visitors will not be allowed in the building. All meetings will be held virtually.</li> </ul>	Malik Edwards		Y
* <b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>Students will not have recess but will participate in structured activity in the classroom following social distancing guidelines.</li> <li>Physical education classes will be held through virtual instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Students will not have recess but will participate in structured activity in the classroom following social distancing guidelines.</li> <li>Physical education classes will be held through virtual instruction.</li> </ul>	Ericka Washington, Assistant Principal for Operations  Sara Ferguson, Assistant Principal for Instruction		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	<ul style="list-style-type: none"> <li>A one to one device initiative will be implemented.</li> <li>Students will not share materials.</li> </ul>	<ul style="list-style-type: none"> <li>A one to one device initiative will be implemented.</li> <li>Students will not share materials.</li> </ul>	<p>Ericka Washington, Assistant Principal for Operations</p> <p>Sara Ferguson, Assistant Principal for Instruction</p>		Y
<b>Staggering the use of communal spaces and hallways</b>	<ul style="list-style-type: none"> <li>Students will move in the hallways in one direction.</li> <li>There will no face to face interaction in the stairwells.</li> </ul>	<ul style="list-style-type: none"> <li>Students will move in the hallways in one direction.</li> <li>There will no face to face interaction in the stairwells.</li> </ul>	Zendra Green, Conflict Resolution Team Member		Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	Pending the School District of Philadelphia guidelines and practices.	Pending the School District of Philadelphia guidelines and practices.			
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<ul style="list-style-type: none"> <li>All special classes will be held virtually.</li> <li>A support staff member will be assigned to each classroom to serve as the liaison to limit the interaction between groups of students.</li> <li>Classes will be divided in two, with half of pupils attending one day, the other half the next day.</li> </ul>	<ul style="list-style-type: none"> <li>All special classes will be held virtually.</li> <li>A support staff member will be assigned to each classroom to serve as the liaison to limit the interaction between groups of students.</li> <li>Classes will be divided in two, with half of pupils attending one day, the other half the next day.</li> </ul>	<p>Sara Ferguson, Assistant Principal for Instruction</p> <p>Ericka Washington, Assistant Principal for Operations</p>		Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars					
Other social distancing and safety practices					

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	<ul style="list-style-type: none"> <li>• Temperature scans will be given to all those entering the building.</li> <li>• A Self-Reporting Protocol will be implemented for all staff, students, and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Temperature scans will be given to all those entering the building.</li> <li>• A Self-Reporting Protocol will be implemented for all staff, students, and families.</li> </ul>	<p>Sheila Christopher, School Nurse</p> <p>Angela Dennis, Assistant Principal for Specialized Services</p>		Y
* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	<ul style="list-style-type: none"> <li>• Any staff or student that exhibits symptoms or has been exposed to someone who tests positive for COVID-19 will be quarantined at home for 14 days.</li> </ul>	<ul style="list-style-type: none"> <li>• Any staff or student that exhibits symptoms or has been exposed to someone who tests positive for COVID-19 will be quarantined at home for 14 days.</li> </ul>	<p>Sheila Christopher, School Nurse</p> <p>Angela Dennis, Assistant Principal for Specialized Services</p>		N
* <b>Returning isolated or quarantined staff, students, or visitors to school</b>	<ul style="list-style-type: none"> <li>• Any staff or student who tests positive for COVID-19 must have a physician's note to return to work or school.</li> </ul>	<ul style="list-style-type: none"> <li>• Any staff or student who tests positive for COVID-19 must have a physician's note to return to work or school.</li> </ul>	<p>Sheila Christopher, School Nurse</p> <p>Angela Dennis, Assistant Principal for Specialized Services</p>		N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<ul style="list-style-type: none"> <li>Members of the school community will be notified of school closures and changes to the safety protocols using letters, automated telephone calls, the school's website, and social media.</li> <li>Members of the school community will be notified if someone in the building tests positive for COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Members of the school community will be notified of school closures and changes to the safety protocols using letters, automated telephone calls, the school's website, and social media.</li> <li>Members of the school community will be notified if someone in the building tests positive for COVID-19.</li> </ul>	<p>Gregory Shannon, CEO</p> <p>Shakira Holmes, Administrative Assistant</p>		N
<b>Other monitoring and screening practices</b>					

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	<ul style="list-style-type: none"> <li>Students that are higher risk for severe illness will participate in virtual learning with the submission of a physician's note.</li> <li>Staff that are higher risk for severe illness will work from home with the submission of a physician's note.</li> </ul>	<ul style="list-style-type: none"> <li>Students that are higher risk for severe illness will participate in virtual learning with the submission of a physician's note.</li> <li>Staff that are higher risk for severe illness will work from home with the submission of a physician's note.</li> </ul>	Angela Dennis, Assistant Principal for Specialized Services  Goldie Barnes, Counselor  Michelle Thornton, CFO		
<b>* Use of face coverings (masks or face shields) by all staff</b>	<ul style="list-style-type: none"> <li>Everyone that enters the building will be required to wear a face mask at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Everyone that enters the building will be required to wear a face mask at all times.</li> </ul>	Malik Edwards, Security  Sheila Christopher, School Nurse		Y
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	<ul style="list-style-type: none"> <li>Everyone that enters the building will be required to wear a face mask at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Everyone that enters the building will be required to wear a face mask at all times.</li> </ul>	Malik Edwards, Security  Sheila Christopher, School Nurse		Y
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>					
<b>Strategic deployment of staff</b>	<ul style="list-style-type: none"> <li>A staff deployment plan will be developed, reviewed daily, and adjusted according to the health and safety needs of the school community.</li> </ul>	<ul style="list-style-type: none"> <li>A staff deployment plan will be developed, reviewed daily, and adjusted according to the health and safety needs of the school community.</li> </ul>	Ericka Washington, Assistant Principal for Operations		Y

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>What to know about Coronavirus (COVID-19)</b>	All students and school personnel	Sheila Christopher	Virtual	Zoom video conferencing	8/10/2020	ongoing
<b>Handwashing</b>	All students and school personnel	Sheila Christopher	Virtual	Zoom video conferencing	8/10/2020	ongoing
<b>Social Distancing</b>	All students and school personnel	Sheila Christopher	Virtual	Zoom video conferencing	8/10/2020	ongoing
<b>Wearing a Mask</b>	All students and school personnel	Sheila Christopher	Virtual	Zoom video conferencing	8/10/2020	ongoing
<b>Coping with Coronavirus-Mental Health support</b>	All students and school personnel	Goldie Barnes	Virtual	Zoom video conferencing	8/10/2020	ongoing
<b>Self-reporting/Medical</b>	All students and school personnel	Sheila Christopher	Virtual	Zoom video conferencing	8/10/2020	ongoing

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Social Distancing in the Classroom</b>	All Instructional Staff	Sara C. Ferguson, Assistant Principal for Instruction	Small group <25 and Virtual Format (Zoom)	cdc.gov Considerations for Schools website and print documents	8/10/2020	ongoing
<b>Conducting Sporting Activities and PD Safely</b>	Physical Development Teacher/Athletic Director and Classroom Teachers	Sara C. Ferguson, Assistant Principal for Instruction	Small group <25 and Virtual Format (Zoom)	cdc.gov Considerations for Youth Sports website and print documents	8/10/2020	ongoing
<b>Limiting the Number of Individuals in the Classroom (Cohorting)</b>	All Instructional Staff	Sara C. Ferguson, Assistant Principal for Instruction	Small group <25 and Virtual Format (Zoom)	cdc.gov Considerations for Schools website and print documents	8/10/2020	ongoing
<b>Proper chemical application, PPE, and bodily fluid cleanup</b>	Custodial Staff	Ericka Washington, Assistant Principal for Operations	In person	Supply vendor and Facilities consultant	7/21/2020	ongoing

### Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>What to know about Coronavirus (COVID-19)</b>	All visitors, caregivers, or non-school personnel	Gregory Shannon Shakira Holmes	Virtual or written	8/10/2020	ongoing
<b>Handwashing</b>	All visitors, caregivers, or non-school personnel	Gregory Shannon Shakira Holmes	Virtual or written	8/10/2020	ongoing

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Social Distancing</b>	All visitors, caregivers, or non-school personnel	Gregory Shannon Shakira Holmes	Virtual or written	8/10/2020	ongoing
<b>Wearing a Mask</b>	All visitors, caregivers, or non-school personnel	Gregory Shannon Shakira Holmes	Virtual or written	8/10/2020	ongoing
<b>Coping with Coronavirus- Mental Health support</b>	All visitors, caregivers, or non-school personnel	Gregory Shannon Shakira Holmes	Virtual or written	8/10/2020	ongoing
<b>Self-reporting/Medical</b>	All visitors, caregivers, or non-school personnel	Gregory Shannon Shakira Holmes	Virtual or written	8/10/2020	ongoing

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

**Anticipated Launch Date: July 1, 2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>• All drinking fountains will be closed for use by mouth. Only bottles may be used.</li> <li>• All frequently touched surfaces will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance.</li> <li>• Evening whole room &amp; hallway walls (where applicable) disinfecting via backpack sprayer w/applicable disinfectant and/or electrostatic foggers.</li> <li>• Environmental Remediation Vendor is on notice for emergency bldg. sanitization in the event of positive cases.</li> </ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>• Students will be seated 6 ft apart to comply with social distancing requirements.</li> <li>• Students will face the same direction in the classroom.</li> <li>• Students will remain in the classroom with core/content teachers rotating.</li> <li>• The cafeteria will be closed. Breakfast will be served to students upon entry to the school. Lunch will be served in the classroom. Lunch period will be in classroom.</li> <li>• Hallway use will be staggered by classroom and by period.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>• Bathroom schedule will be staggered with a limited number of students in the restroom at the same time. All classrooms will follow a handwashing schedule.</li> <li>• CDC poster resources will be posted in highly visible locations throughout the building. Social media accounts as well as mailings (electronic/paper) &amp; website will provide information on behaviors that prevent the spread of COVID-19.</li> <li>• Students will not have recess but will participate in structured activity in the classroom following social distancing guidelines. Physical education classes will be held through virtual instruction.</li> <li>• A one to one device initiative will be implemented. Students will not share materials.</li> <li>• Students will move in the hallways in one direction. There will no face to face interaction in the stairwells.</li> <li>• All special classes will be held virtually.</li> <li>• A support staff member will be assigned to each classroom to serve as the liaison to limit the interaction between groups of students.</li> <li>• Classes will be divided in two, with half of pupils attending one day, the other half the next day.</li> </ul>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>• Temperature scans will be given to all those entering the building.</li> <li>• A Self-Reporting Protocol will be implemented for all staff, students, and families.</li> <li>• Any staff or student that exhibits symptoms or has been exposed to someone who tests positive for COVID-19 will be quarantined at home for 14 days.</li> <li>• Any staff or student who tests positive for COVID-19 must have a physician's note to return to work or school.</li> <li>• Members of the school community will be notified of school closures and changes to the safety protocols using letters, automated telephone calls, the school's website, and social media.</li> <li>• Members of the school community will be notified if someone in the building tests positive for COVID-19.</li> </ul>

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<ul style="list-style-type: none"> <li>• Students that are higher risk for severe illness will participate in virtual learning with the submission of a physician's note.</li> <li>• Staff that are higher risk for severe illness will work from home with the submission of a physician's note.</li> <li>• Everyone that enters the building will be required to wear a face mask at all times.</li> <li>• Everyone that enters the building will be required to wear a face mask at all times.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"><li>• A staff deployment plan will be developed, reviewed daily, and adjusted according to the health and safety needs of the school community.</li></ul>

## Health and Safety Plan Governing Body Affirmation Statement

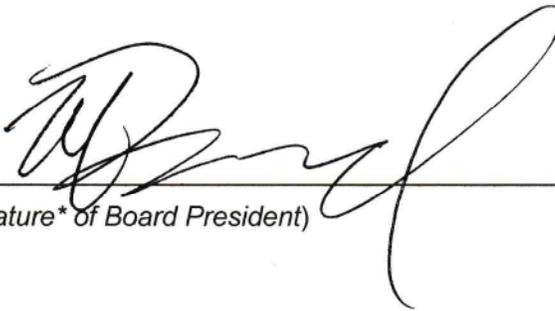
The Board of Directors/Trustees for **Harambee Institute of Science and Technology Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on **June 24, 2020**.

The plan was approved by a vote of:

9 Yes  
0 No

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

 6/24/2020

(Signature\* of Board President)

Maurice Baynard, PhD

(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.