LVDLCS HEALTH AND SAFETY PLAN
First Draft

*LVDLCS Health and Safety Plan is subject to revision based upon changes in the county designation.
*As recommended, LVDLCS will closely monitor the Health and Safety Plans of local sending school districts in an attempt to align schedules for families that have multiple children in multiple school buildings.
*If Lehigh or Northampton County is placed in the red phase all instruction will be provided virtually through school provided technology.

<table>
<thead>
<tr>
<th>Plan Requirements</th>
<th>Implementation Steps</th>
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</table>
| Identification of a “pandemic coordinator” and/or “pandemic team” with defined roles and responsibilities for health and safety preparedness and response planning | ● The LVDLCS Pandemic Coordinator role will be shared jointly in the following manner:
  ○ Ms. Elsie Perez (CEO/COO) - Facility/Staff
  ○ Ms. Mara Otero (Dean of Students) - Safety
  ○ Ms. Lisa Pluchinsky (Principal) - Instruction
● The current LVDLCS Safety and Security Committee will serve as our Pandemic Team. In addition to the Safety and Security Committee, the Board of Trustees will be represented on the Team.
  ○ The team consists of Jesus Agosto, Wilson Rodriguez, Jorge Gomez, Jatniel Cancel, Elba Gonzalez, Vanessa Soto, Anna Marie Santiago, Leslie Figueroa, Teresa Roman, Lydia Colon, Betsy Velazquez, Jasmine Lozada, Judy Yunez, Cindy Valerio, Roger Tinti, Nathan Lewis, Ann Zullo, Carlos Lopez [Board of Trustees], and Raiza Roman [Board of Trustees])
● Pandemic Team roles and responsibilities are as follows:
  ○ Ms. Elsie Perez, Jesus Agosto, Jorge Gomez, Jatniel Cancel, Carlos Lopez will coordinate and implement all facility cleaning and required interventions
  ○ Ms. Mara Otero, Wilson Rodriguez, Elba Gonzalez, Vanessa Soto, Anna Marie Santiago, Leslie Figueroa, and Raiza Roman will coordinate and...
implement all safety protocols for both students and staff specific to decreasing the spread of COVID-19
- Ms. Lisa Pluchinsky, Teresa Roma, Lydia Colon, Betsy Velazquez, Jasmine Lozada, Roger Tinti, Judy Yunez, Ann Zullo, and Nathan Lewis will coordinate and implement all instructional and scheduling adjustments specific to providing maximum educational opportunities within the recommended guidelines.
- The LVDLCS Health and Safety Plan will be publicly shared and parent perceptions of instructional and scheduling options will be surveyed, data collected, and considered in the final plan implementation.

<table>
<thead>
<tr>
<th>Steps to protect students and staff at higher risk for severe illness</th>
<th>The following steps will be taken or options will be given to protect all students and staff and those that are considered high risk:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>- Parents of all students (including high risk) will be given the option to choose an all virtual program for the amount of time during the 2020-2021 school year that they feel they need to be safe.</td>
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<td>- Students that are high risk that elect to attend school will be provided with the option to select their instructional area within the classroom (with parent input). Additional safety measures (ex - clear plastic) can be included around high risk students instructional area if needed.</td>
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<td>- Absence from school for students for any issues/concerns related to COVID-19 and health/safety concerns will be noted within the student file as “Administrative Excused” - work will be provided for the student virtually for administrative excused absences that the student may complete as able.</td>
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<td>- Students of vulnerable populations will be assigned on a case-by-case basis to the social worker, homeless liaison, special education team, or EL team to ensure that they are receiving maximum educational opportunities and flexibility in receiving instruction that meets their individual needs.</td>
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<td>- Staff who are high risk will be permitted to work remotely as feasible within their scope of their position.</td>
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<td>- Staff who are high risk will not be assigned tasks that may expose them to increased opportunities for spread of infection (ex - breakfast/lunch duty, hallway duty, arrival/dismissal duty).</td>
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<tr>
<td></td>
<td>- Staff who are absent from work for any issues/concerns related to COVID-19 and health/safety concerns will not be charged from their Paid Time Off time</td>
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</tbody>
</table>
| Processes for monitoring students and staff for symptoms and history of exposure | The following procedures will be in place for the 2020-2021 school year to monitor students and staff for symptoms and history of exposure:

- Temperature scanners will be utilized at all student arrival doors to scan students upon entering the school building each day.
- Temperature scanners will be utilized at the staff door to scan staff upon entering the school building each day.
- Students or Staff that would like to be privately screened can do so upon entering the building by reporting directly to the nurse’s office for a private screening.
- Parents and Staff will be encouraged to complete temperature checks daily before leaving home.
- Any Student or Staff that has an elevated temperature should not report to school that day. Parents and Staff should notify the school nurse of elevated temperature.
- Students who do not report to school due to an elevated temperature or other COVID-19 symptoms of (ex: cough, shortness of breath, fatigue, muscle aches, headaches, loss of sense of taste or smell. [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) will be documented as “Administrative Excused Absence”
- All LVDLCS staff, families, and students will adhere to the CDC quarantine and isolation recommendations and guidelines: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html) |
<table>
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<tr>
<th>Steps to take in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure</th>
<th>The following steps and procedures will be in place to ensure effective isolation and return of students or staff become sick or has had a history of exposure:</th>
</tr>
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| Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school; | ● LVDLCS has identified Room # 106 (small group instruction room next to the nurse’s office) as the isolation room.  
● If a student or staff becomes sick or demonstrates a history they will be immediately escorted to the isolation room by the school nurse.  
● The school nurse will contact the parent or other emergency contact on record. The parent/guardian will pick up the student (and any siblings or school community members who live in the same household) at side door under the supervision of the school nurse following the standard procedures for proper identification for release of student. The school nurse will sign the student out in the main office after the student has been released to parent/guardian.  
● If a parent or emergency contact can not be contacted, the student(s) will remain in the isolation room until a parent or emergency contact responds. If contact is unable to be made, authorities (through the Bethlehem Police Department non-emergency contact) will be notified for assistance.  
● If a staff member is placed in the isolation room, the school nurse will notify administration who will collect the staff member’s personal belongings so he/she can immediately and safely leave the school building.  
● While the student or staff is in the isolation room the classroom/office where the student/staff was located will be emptied of all people. People will go to the gym and maintain social distance. The classroom/office will be thoroughly cleaned according to CDC recommendations and guidelines. ([https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)). Upon cleaning the students/staff will return to the classroom/office and the gym will then, in turn be cleaned according to CDC recommendations and guidelines. The isolation room will also be cleaned according to CDC recommendations and guidelines.  
● LVDLCS administration will notify local health officials, staff, and families of exposure or confirmed case while maintaining confidentiality.  
● Student/Family/Staff that have tested positive or have had “close contact (within 6 feet for 10+minutes) or has a household member with COVID-19 will be expected to quarantine at home for 14 days per the Department of Health guidelines  
● Students that are quarantined at home for 14 days will be marked as an “Administrative Excused Absence”. |
<table>
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<tr>
<th><strong>Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices</strong></th>
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<tr>
<td><strong>Guidelines on the use of face coverings (masks or face shields) by all staff</strong></td>
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<td><strong>Guidelines on the use of face coverings (masks for face shields) for older students as appropriate</strong></td>
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<tr>
<th><strong>The following procedures will be implemented to encourage effective hygiene practices and the use of masks during the school day:</strong></th>
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<tr>
<td><strong>During professional development all staff will be reminded of hand washing techniques and cough covering techniques. Staff will be informed of the expectation to teach these techniques to the students during the first days/weeks of school</strong></td>
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<tr>
<td><strong>Throughout the first days and weeks of school the LVDLCS staff will teach and reinforce proper handwashing techniques and cough covering techniques</strong></td>
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<tr>
<td><strong>All staff will be expected to wear a mask that meets the recommended CDC Cloth Face Covering standards (<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf</a>). A medical excuse must be provided if a staff is unable to wear a mask due to a medical condition</strong></td>
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<tr>
<td><strong>LVDLCS understands that it may be difficult for students (especially young students) to wear a mask for the entire school day, however, students that struggle will be provided positive reinforcement throughout the day for maintaining the use of their mask</strong></td>
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- Staff who are quarantine at home for 14 days will not be charged Paid Time off time
- LVDLCS families and staff will be encouraged to self report symptoms or exposures to the staff member that they feel most comfortable reporting. Staff then report the information to a Pandemic Coordinator.
- LVDLCS will communicate notification of exposures, possible schedule changes, and/or closures with families through the Blackboard Communication System, Class DoJo, and other appropriate media tools while maintaining all confidentiality requirements by law.

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• Any staff or student that does not have a cloth mask that meets the CDC Cloth Face Covering standards will be provided with one (or an approved disposable paper mask in the event their mask was forgotten)
• Any visitor that may need access to the building will be required to wear a mask. A mask will be provided if the visitor does not have one
• All expected CDC signs encouraging hand-washing, protective measures, and properly wearing a mask will be posted throughout the LVDLCS building. Signs will be posted in both English and Spanish
• Copies of all materials will be sent home in both English and Spanish as well as posted on the school website, Class DoJo, and other appropriate media outlets
• Any updated materials released by the health department or local health care systems will be disseminated to the school community in both English and Spanish as well as posted on the school website, Class DoJo, and other appropriate media outlets
• LVDLCS will purchase adequate supplies and carefully monitor the inventory that will be used to support healthy hygiene behaviors. These supplies include soap, hand sanitizer (with at least 60% alcohol), paper towels, tissues, no-touch trash cans, and cleaning supplies needed to effectively clean the building.
• Masks will be purchased and inventoried to ensure that there is an adequate supply for those who may need them

Expectations for the posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs

The following procedures will be implemented to effectively communicate everyday protective measures and how to stop the spread of germs:
• All recommended signs will be posted in both English and Spanish in highly visible locations including entrances, hallways, classroom doors, and restrooms. These signs will address/include proper handwashing, social distancing, wearing of masks, hygiene-related information, staying home if exhibiting symptoms, etc.)
• Reminders will be included in the daily morning school announcements specific to washing hands, maintaining social distances, and wearing of masks
• Print and video messages will be shared with students and families via the school website, parent email, Class DoJo, and other relevant media outlets
• Print materials will be regularly sent home to families
| Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, hallways, and transportation) | The following procedures will be in place throughout the 2020-2021 school year as needed to effectively clean, sanitize, disinfect, and ventilate areas of the school:  
- LVDLCS classrooms, offices, and common areas will be cleaned and disinfected daily per the CDC recommendations ([https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)).  
- All custodial staff will be trained on the CDC cleaning and disinfecting recommendations  
- LVDLCS will work with their HVAC Maintenance Company to conduct an air flow test to ensure effective circulation of air throughout the building  
- Thermostats throughout the building will be set to have the fan run throughout the day to ensure constant circulation of air throughout the building  
- LVDLCS water fountains will be closed for student and staff use  
- Students and staff will be encouraged to bring a large, filled water bottle from home for classroom use. Bottled water will be provided to students and staff in need of water if a filled bottle has not been brought from home. |
| Protocols for distancing student desks/seating and other social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible | The following protocols for social distancing learning spaces within the LVDLCS classrooms will be completed as follows:  
- Students will not switch classrooms throughout the instructional day. When needed, classroom teachers will rotate between classrooms. Specialist teachers will also rotate to the homeroom classrooms for instruction.  
- Students will only interact with the students within their immediate classroom except when small group instruction/services are required by law.  
- All desks will be placed 6 feet apart, to the maximum extent feasible, with a maximum number of students in each classroom being no more than 15. All desks will face in one direction.  
- Round tables in the primary grades will be removed from the classroom. Primary students will have access to individual desks, individual mats, or individual learning spaces based upon individual, flexible learning needs.  
- A rotating day schedule will be created that will allow no more than 30 students in each grade in the building on each day. These 30 students will be separated into the two classrooms.  
- The students that are not present at school on any given day will receive classroom instruction via LVDLCS provided chromebooks. The classroom will be videoed and |
available throughout the instructional day on google hangout for all students who are at home.

- The following factors will be taken into account when developing the rotating day schedule, format, and student-assigned days: siblings, family members living in the same household, district-provided transportation with the intent to limit the number of students on any bus and at the bus stop, students in vulnerable populations, parent input/special considerations.
- LVDLCS does not implement a music program that would require special considerations.
- LVDLCS extra programming (after school and Saturday school) enrollment will be capped so that social distancing can be implemented. Classroom Programming will only be offered. Sports programming will be offered following the CDC guidelines and enrollment will also be capped at 15. The program will not include competitive games and will only allow for individual skill building.
- Gatherings or events (ex- Open House) will be held virtually to ensure the safety of all.

| Procedures for restricting the use of cafeterias and serving meals in classrooms | The following procedures will be implemented for the use of the cafeteria:

- If at any time during the school year Lehigh or Northampton County is in the yellow phase, both breakfast and lunch will be served inside the classroom for all grades.
- If at any time during the school year Lehigh or Northampton County is in the green phase, breakfast will be served inside the classroom for all grades.
- If at any time during the school year Lehigh or Northampton County is in the green phase, lunch will be served inside the classroom for grades third through eighth.
- If at any time during the school year Lehigh or Northampton County is in the green phase, lunch will be served in the cafeteria for grades Kindergarten through Second.
- Students in grades Kindergarten through Second will sit, socially distanced, at the cafeteria tables. Only one grade will be permitted in the cafeteria at a time (maximum of 30 students). After each lunch is served, the cafeteria tables and seats will be cleaned and disinfected.
- Breakfast and lunch will both be served as pre-packaged, bagged/boxed meals. Custodial and cafeteria staff will deliver the breakfast/lunch meals to the classrooms. Student lunch orders will be placed the prior day as is the usual procedure. |
### Protocols for sporting activities consistent with the CDC Considerations for Youth Sports for recess, and physical education classes (guidance for organized school sports will be published separately)

The following protocols will be implemented for physical education class and recess:

- Guidelines for any sport club within the after school program will involve socially distanced, individual skills and drills only. Competition that involves physical contact or non-social distanced play will not be permitted.
- Physical Education class will be held within the LVDLCS indoor “park”. The playground equipment within the “park” will not be used (equipment will be “taped” off as a visual reminder). The “park” is large enough that each student can have individual, socially-distanced space to participate in individual skill and drill style activities only.
- Physical Education will not utilize any shared equipment during instruction.
- Recess will be held within the “park”, however, the playground equipment will not be used. Half of the grade (maximum of 15 students) will be in the “park” during recess. The other half of the grade (maximum of 15 students) will be in the fenced in grass area outside the school building. During recess students will be reminded to maintain social distance at all times. Play will be organized in individual skill activities only and will not use shared equipment.

### Schedules for training all faculty and staff on the implementation of the Health and Safety Plan before providing services to students

In order to ensure that all LVDLCS faculty and staff are fully aware of the Health and Safety Plan implementation requirements the following steps will be taken:

- All documents will be shared for review and feedback with the LVDLCS staff throughout the summer.
- LVDLCS custodial staff has been completing and will continue completing virtual professional development specific to cleaning, disinfecting, and best practices for the school/classroom setting.
- In-person training of LVDLCS staff will occur within the cafeteria setting which will allow for safe social distancing throughout the training.
- All changes, updates, or adjustments in the implementation of the plan will be shared with the LVDLCS staff via google docs as they are made.
- Any staff that would like to request additional, personalized training or professional development specific to the Health and Safety plan will be provided individualized support as requested.

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<thead>
<tr>
<th>Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</th>
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<tr>
<td>The following methods will be utilized by LVDLCS to limit numbers of individuals in a classroom and interactions between groups of students:</td>
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<tr>
<td>- LVDLCS will implement a rotating schedule that will not allow for more than 30 students per grade distributed between two classrooms.</td>
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<tr>
<td>- The gym will not be used for physical education class. The indoor “park” will be used for physical education as it provides a greater amount of space to implement safe and effective social distancing. The playground equipment will not be used.</td>
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<tr>
<td>- The cafeteria will not be used for breakfast or lunch if Lehigh or Northampton County is in the yellow phase.</td>
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<tr>
<td>- The cafeteria will be used for lunch for grades K - 2 if Lehigh or Northampton County is in the green phase. Social distancing will be required and will be cleaned and disinfected between each use. No more than 30 students will be in the cafeteria at any given time during lunch.</td>
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<tr>
<td>- Classes will move throughout the school hallways at staggered times so that no more than one group of students is within the hallway at any given time. Student groups will be escorted by two adults to ensure both the front and back of the line can safely social distance during hallway movement.</td>
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<tr>
<td>- Students will not switch classrooms throughout the instructional day. When needed, classroom teachers will rotate between classrooms. Specialist teachers will also rotate to the homeroom classrooms for instruction.</td>
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<tr>
<td>- Hallway traffic patterns will be adjusted as possible to ensure that students and staff move through the hallways in one specific direction. Traffic patterns will be clearly posted with arrows on the floor. In addition, in hallways where the pattern requires two-way movement, students will continue the procedure of staying “to the wall” while moving through the hallway and only one group will be permitted in the hallway at a time.</td>
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<tr>
<td>- Gatherings or events (ex- Open House) will be held virtually to ensure the safety of all.</td>
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<tr>
<td>- Any parent gatherings that require in-person attendance (ex - Kindergarten Screening) will be completed with 15 or fewer students in one room and 25 or fewer parents in the cafeteria. In all instances social distancing and the use of masks will be required.</td>
</tr>
<tr>
<td>- Staff meetings will be held virtually. Grade Level Meetings will be held within classrooms utilizing social distancing. Data Meetings will be held in the cafeteria utilizing social distancing.</td>
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### Procedures to limit the sharing of materials among students

The following procedures will be implemented to limit the sharing of materials among students:

- All student desks, chairs, and individual spaces will be cleaned daily between each student group arriving at school.
- Each student will have an individual cubby or area of the room where they will store their personal belongings and educational materials. Cubbies and individual storage areas will be as separated around the room as possible to allow social distancing when students access cubbies.
- LVDLCS has secured 1:1 technology - each student will have an individual chromebook for instruction. The technology will remain at home.
- Students have individual workbooks and will not be shared.
- Parents will be asked to send an individual pencil box for each student that includes their needed supplies. Any classroom supply that needs to be shared (ex - if a student loses their pencil) will be returned to a specific location to be cleaned/disinfected after use.
- The LVDLCS Library will be closed for book sharing.

### Processes for identifying and restricting non-essential visitors and volunteers

The following procedures will be implemented to reduce and restrict non-essential visitors or volunteers within the building:

- Non-essential personnel will not be permitted into LVDLCS. Classroom visitors will not be permitted into LVDLCS.
- Large group assemblies/presentations will not be scheduled.
- Field Trips will not be permitted. Teachers will be encouraged to utilize virtual classroom “field trips” and learning experiences.
- Virtual parent meetings will be encouraged. If in-person parent meetings are required, safe social distancing and face coverings will be required.

### Protocols for adjusting transportation schedules and practices to create social distance between students

The following adjustments will be made to support any district changes to transportation:

**LVDLCS DOES NOT TRANSPORT STUDENTS** - it relies on school district transportation

- Parents who can provide their own transportation will be encouraged to do so.
- Drop off time will be extended to 8:05 AM - 9:00 AM, allowing district transportation and parents to arrive during a longer drop off time range.

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<tr>
<th>System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home</th>
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<tr>
<td>LVDLCS will implement the following practices to provide consistent communication with families to support the health and safety of all:</td>
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<tr>
<td>- The Health and Safety Plan will be posted on the school website. Updates will be posted as well. Notifications of updates will be sent directly to families via the Blackboard Connect call system and appropriate social media outlets.</td>
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<tr>
<td>- Informational Flyers will be sent home to families as they are provided by local health agencies and the department of health. Flyers will be sent home in both English and Spanish.</td>
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<tr>
<td>- Informational Flyers and social media posts will encourage families to practice safe measures at home, limit gatherings in public places, and encourage limited travel to slow the spread of COVID-19 within the community.</td>
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<tr>
<td>- Parents will be frequently reminded to keep students home if sick with any illness.</td>
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<tr>
<td>- Parents and families will be provided with virtual training on the use of google chromebooks and google classroom within the first two weeks of the school year. This will be completed by each grade level team and will be part of our Virtual Open</td>
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House experience.

- Parents and families will be reminded and prepared that an all virtual option is a possibility if Lehigh or Northampton County enters into the red phase.
- Any parent that would like to request additional, personalized information or an individual meeting to review and/or discuss the Health and Safety plan will be provided an individual, virtual meeting as requested.