



# Health & Safety Plan for Pandemic Phased Reopening

revised October 07, 2020

The Circle School plans to reopen for students and staff on **Wednesday, August 26, 2020, as published in the school calendar**. This Health & Safety Plan outlines the pandemic-related precautions and practices that will guide The Circle School's reopening and operations during the pandemic. The Plan and the school's practices may be revised by the school from time to time, based on experience and evolving guidance from external authorities.

School operations will be informed by Governor Wolf's online [Process to Reopen Pennsylvania](#) in its current form ("last updated July 1, 2020") and as revised from time to time; by the Pennsylvania Department of Education's "Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools (June 3, 2020; Version 1)" (PDF downloaded from PDE website July 1, 2020); and by CDC guidelines.

State administration has categorized reopening into three broad phases: red, yellow, and green. These designations signal how counties and/or regions may ease restrictions on school, work, congregate settings, and social interactions:

- **Red Phase:** Schools remain closed for in-person activities. Large social gatherings are prohibited.
- **Yellow Phase:** Schools may conduct in-person activities following Department of Education guidance. Social gatherings of up to 25 are permitted, with social distancing.
- **Green Phase:** Schools may conduct in-person activities following CDC and state guidance. Larger social gatherings are permitted, with social distancing.

While in Yellow Phase, the school will apply the following Yellow Phase measures. While in Green Phase, the school will apply the following Green Phase measures unless, because of local conditions, School Meeting determines to follow the more stringent Yellow Phase measures.

## I. Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirements	Action Steps (Yellow Phase)	Action Steps (Green Phase)
<b>A. Cleaning, sanitizing, and disinfecting</b>	<p>Y1 Sanitize high-touch surfaces (Including sanitizing equipment) three times per school day, supervised by Chore Committee.</p> <p>Y2 Surfaces and shared school items wiped by the user after each use.</p> <p>Y3 Drinking fountains closed (bottle filler available).</p> <p>Y4 Bathroom designated for high-risk students and high-risk staff, cleaned and disinfected three times per school day.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p> <p>G4 SAME AS YELLOW</p>
<b>B. Building ventilation</b>	<p>Y1 Run Needlepoint Bipolar Ionization continuously on all five HVAC units to capture aerosols, particulates, and droplets.</p> <p>Y2 Upgrade air filters from MERV-8 to MERV-11.</p> <p>Y3 Increase filter change frequency to quarterly.</p> <p>Y4 In dry weather, strive for indoor relative humidity of 40% to 50%.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p> <p>G4 SAME AS YELLOW</p>

## II. Hygiene and Face Mask Protocol

Requirements	Action Steps (Yellow Phase)	Action Steps (Green Phase)
<b>A. Use of face coverings (masks or face shields)</b>	<p>Y1 Face coverings, covering nose and mouth, are required as specified in this Plan <b><i>or as ordered by state officials, whichever is more restrictive.</i></b></p> <p>Y2 Students, staff, and visitors shall bring to school and wear face coverings except when outdoors with 6-foot distancing and when eating. Enforcement of this shall be sensitive to special circumstances and individual differences in capabilities.</p> <p>Y3 A supply of disposable masks shall be kept on hand.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p>

<b>B. Hygiene practices</b>	<p>Y1 Hand sanitizer squirt required on building entry.</p> <p>Y2 Hand sanitizer available throughout the building, replenished daily.</p> <p>Y3 Personal demonstrations on how to wash hands for 20 seconds with soap and water.</p> <p>Y4 Signs posted throughout the building promoting everyday protective measures and how to stop the spread of germs.</p> <p>Y5 Desk shields will be deployed in selected locations.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p> <p>G4 SAME AS YELLOW</p> <p>G5 SAME AS YELLOW</p>
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### III. Social Distancing and Other Safety Protocols

Requirements	Action Steps (Yellow Phase)	Action Steps (Green Phase)
<b>A. Building occupancy that allows for social distancing</b>	<p>Y1 When enrollment is <b>50</b> or more students, no additional students shall be enrolled.</p> <p>Y2 Office and Vestibule limited to arrivals and departures only.</p> <p>Y3 Side Office limited to School Meeting business use.</p> <p>Y4 Each person is expected to ensure social distance (6 feet or airplane wings).</p> <p>Y5 Rooms and occupancy limits as follows:</p> <p>Y5a Pods limited to 2 people, both with face coverings.</p> <p>Y5b Drum Room limited to 2 people, both with face coverings.</p> <p>Y5c Round Room limited to 2 people at computers, 1 person at Wii, and 2 people at table, all with face coverings.</p> <p>Y5d Bathrooms limited to 1 person, except in cases of medical treatment/assistance.</p> <p>Y5e Conference Room limited to 6 people, limit of 4 around table, all with face coverings.</p> <p>Y5f Meadow Room limited to 12 people, all with face coverings.</p> <p>Y6-Y8 [Incorporated in Y5]</p> <p>Y9 Further limits on room occupancy may be put in place by the Medical Officer, pending approval by School Meeting.</p> <p>Y10 Commons and Eatery table seating is limited to 4 people at each large table with face coverings and 1 person at each small (high-top) table.</p> <p>Y11 Eatery tables limited to 3 people at each large table with face coverings and 1 person at each small (high-top) table.</p>	<p>G1 When enrollment is 70 or more students, no additional students shall be enrolled.</p> <p>G2 Office and Vestibule limited to arrivals, departures, and brief business only.</p> <p>G3 SAME AS YELLOW</p> <p>G4 SAME AS YELLOW</p> <p>G5 SAME AS YELLOW</p> <p>G6 SAME AS YELLOW</p> <p>G7 SAME AS YELLOW</p> <p>G8 SAME AS YELLOW</p> <p>G9 SAME AS YELLOW</p> <p>G10 SAME AS YELLOW</p> <p>G11 SAME AS YELLOW</p> <p>G12 SAME AS YELLOW</p> <p>G13 SAME AS YELLOW</p> <p>G14 SAME AS YELLOW</p> <p>G15 SAME AS YELLOW</p> <p>G16 SAME AS YELLOW</p> <p>G17 SAME AS YELLOW</p> <p>G18 SAME AS YELLOW</p> <p>G19 SAME AS YELLOW</p>

	<p>Y12 Eatery booth seating is limited to 1 person per bench.</p> <p>Y13 When not eating, 8-foot picnic tables are limited to 3 people per side with face coverings, and smaller picnic tables are limited to 2 people per side with face coverings. See III.B.Y4 for guidelines when eating.</p> <p>Y14 Sign-in and sign-out sheets located and spaced to limit congregation by the sign-in board, or sign-in completed as part of building entry routine (per item IV.C.1).</p> <p>Y15 Chores assigned by Chore Committee to limit congregation by the chore sign-up board.</p> <p>Y16 Mandatory announcements portion of School Meeting held outdoors to facilitate distancing.</p> <p>Y17 Encourage students and staff to remember “airplane wings”: to remain at least two arms-length distance away from each other.</p> <p>Y18 Place markers to indicate recommended distancing in selected places, such as the Mama Pod table and the Kitchen Bar.</p> <p>Y19 Yelling, shouting, and loud singing indoors or when close to others are strictly forbidden (to avoid excessive spread of droplets and aerosols).</p>	
<p><b>B. Food and eating</b></p>	<p>Y1 To encourage outdoor eating, set up a tent with a microwave oven and install more picnic tables.</p> <p>Y2 Large round tables where eating is allowed are limited to 4 people with or without face coverings, eating or not, as long as shields remain in place. Otherwise face coverings are required.</p> <p>Y3 When eating, Eatery booth seating is limited to 1 person per bench.</p> <p>Y4 When eating, 8-foot picnic tables are limited to 2 people per side, staggered so they are not face to face, and smaller picnic tables are limited to 2 people, staggered so they are not face to face.</p> <p>Y5 Shared Cooking Corporation dishes and silverware put in storage.</p> <p>Y6 Single-use tableware available, provided by the school.</p> <p>Y7 No food delivery permitted from local restaurants.</p> <p>Y8 No food fundraisers permitted.</p> <p>Y9 No individual sales of food permitted.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p> <p>G4 SAME AS YELLOW</p> <p>G5 SAME AS YELLOW</p> <p>G6 SAME AS YELLOW</p> <p>G7 DOES NOT APPLY IN GREEN</p> <p>G8 DOES NOT APPLY IN GREEN</p> <p>G9 DOES NOT APPLY IN GREEN</p>

<b>C. Sporting Activities</b>	<p>Y1 Sports Corporation balls and equipment sanitized by user before and after each use.</p> <p>Y2 Foam pool noodles available for tag games to limit close contact.</p> <p>Y3 Wrestling, tackling, contact basketball, contact soccer, and similar direct contact activities are NOT permitted. Tagging games ARE permitted, such as Capture the Flag, Pickle, and Tribes, provided that there is no sustained contact. Also permitted are kickball, baseball, Red Rover, non-contact basketball, non-contact soccer, and similar non-contact games.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p>
<b>D. Sharing of Materials</b>	<p>Y1 Hard-to-sanitize items (crayons, wind instruments, board games, Legos and other small-parts toys, dress up clothes, some Playroom toys, etc.) put in storage until School Meeting approval of sanitization procedures.</p> <p>Y2 Students encouraged to bring personal art supplies, musical instruments, and small-parts toys from home, and to limit sharing of those items.</p> <p>Y3 Each student shall be assigned a personal cubby with their name on it, for storage of personal belongings.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p>
<b>E. Special Events</b>	<p>Y1 Cancel and ban large (i.e., attendance greater than <b>25</b>) after-hours, in-person indoor events (Open House, Holiday Bazaar, Annual Meeting, Donor Reception, etc.)</p> <p>Y2 Conduct large outdoor events in ways that facilitate social distancing.</p> <p>Y3 No field trips allowed.</p>	<p>G1 Cancel and ban large (i.e., attendance greater than <b>50</b>) after-hours, in-person indoor events (Open House, Holiday Bazaar, Annual Meeting, Donor Reception, etc.)</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p>
<b>F. Visitors and volunteers</b>	<p>Y1 Transportation providers and other casual visitors (including parents and family members) are limited to Vestibule and Office area (face coverings required).</p> <p>Y2 No alumni visits or other non-essential visitors permitted.</p> <p>Y3 Allowed visitors, including service personnel, shall wear face coverings and minimize contact with students and staff.</p> <p>Y4 Admissions and enrollment visits allowed after 3:30pm when students are present in the building; any time if no students are present.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p> <p>G4 Admissions and enrollment visits allowed at all times, limited to Office/Conference Room between 9:00am and 3:30pm if students are present in the building.</p>

<b>G. Other social distancing</b>	Y1	Blanket forts and other confined spaces are NOT permitted.	G1	SAME AS YELLOW
	Y2	Give staff the option to move workspace to an isolated room/pod or have 6-foot “bubble” marked around desk.	G2	SAME AS YELLOW
	Y3	Students, staff, and other persons who travel to states whose residents are then-currently under Pennsylvania quarantine orders may not be present at school until two weeks after their return to Pennsylvania.	G3	SAME AS YELLOW
	Y4	Install several multi-use tents outdoors with openings for sufficient airflow.	G4	SAME AS YELLOW
	Y5	Install outdoor wifi access points to facilitate/encourage being outdoors.	G5	SAME AS YELLOW
	Y6	Accommodations are made for persons who are eligible under ADA, with careful attention to social distancing.	G6	SAME AS YELLOW

#### IV. Monitoring Student & Staff Health

Requirements	Action Steps (Yellow Phase)	Action Steps (Green Phase)		
<b>A. Attendance Policies</b>	Y1	Absences related to avoidance, prevention, treatment, and quarantine related to COVID-19 will be excused if explained as such, without requiring a doctor’s note and without limit as to the number of such absences.	G1	SAME AS YELLOW
	Y2	Students and staff who live in counties in the Red phase are not permitted to attend school.	G2	SAME AS YELLOW
	Y3	Students and staff are not permitted to attend school if they are exhibiting symptoms of COVID-19 or have tested positive or have been in close contact with someone who has COVID-19.	G3	SAME AS YELLOW
	Y4	Medical Officer may send home or exclude from school any person exhibiting symptoms of COVID-19 or suspected of having had close contact with someone who has COVID-19.	G4	SAME AS YELLOW
	Y5	Students and staff who have been absent or excluded from school because of their COVID-19 symptoms or testing positive or because they have been in close contact with someone who has COVID-19 may return to school as permitted by CDC guidelines (“ <a href="#">When to Quarantine</a> ” and “ <a href="#">When You Can be Around Others After You Had or Likely Had COVID-19</a> ”), as interpreted by the Medical Officer.	G5	SAME AS YELLOW
			G6	SAME AS YELLOW

	Y6 In response to symptoms reported or exhibited, the school will follow PDE guidance (“ <a href="#">Public Health Guidance For School Communities</a> ”) as interpreted by the Medical Officer.	
<b>B. Exposure Notification and Reporting</b>	<p>Y1 Families are asked and expected to promptly notify the school of COVID-19 test results (positive and negative), suspected cases within the household, and close contact with known or suspected cases of COVID-19.</p> <p>Y2 Families will be notified of cases among students and staff as known to the school (with information anonymized).</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p>
<b>C. Symptom Monitoring</b>	<p>Y1 Daily temperature checks by no-touch thermometers and verbal/visual symptom screening for each student and staff member on arrival. Symptom screening will follow PDE’s “Example School Symptom Screening Tool” in “<a href="#">Public Health Guidance For School Communities</a>”.</p> <p>Y2 Medical Officer may require any person to undergo additional temperature checks and symptom screening and may require the person to go home, based on screening or refusal to undergo screening.</p> <p>Y3 Families are asked to perform daily health checks, including monitoring of symptoms, and keep students home if displaying symptoms consistent with COVID-19.</p> <p>Y4 Students and staff displaying symptoms will be immediately sent home by the Medical Officer and kept isolated until their departure.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p> <p>G3 SAME AS YELLOW</p> <p>G4 SAME AS YELLOW</p>

## V. Other Considerations (Communication, Professional Development)

Requirements	Action Steps (Yellow Phase)	Action Steps (Green Phase)
<b>A. Training</b>	<p>Y1 Staff training and building preparation during staff work days (such as in late August).</p> <p>Y2 Student and staff training to promote compliance with this Plan.</p>	<p>G1 SAME AS YELLOW</p> <p>G2 SAME AS YELLOW</p>

<p><b>B. Ongoing communication</b></p>	<p>Y1 This Plan will be published on the school's website and communicated to the school community through email or the e-newsletter. Revised versions of the Plan will be available on request or published on the website, and may be communicated to parents by email or newsletter.</p> <p>Y2 Notifications required by this Plan to families will be sent via email and/or on the school's closed Facebook group for the school community.</p> <p>Y3 Signs posted throughout the school promoting everyday protective measures and how to stop the spread of germs.</p> <p>Y4 Signs posted to indicate room occupancy limits.</p> <p>Y5 The Medical Officer shall report weekly to School Meeting to review and assess the Plan's effectiveness.</p>	<p>G1 SAME AS YELLOW  G2 SAME AS YELLOW  G3 SAME AS YELLOW  G4 SAME AS YELLOW  G5 SAME AS YELLOW</p>
<p><b>C. Enforcement</b></p>	<p>Y1 Medical Officer may send home any person who, in their sole judgement, is exhibiting symptoms of COVID-19.</p> <p>Y2 Every person is expected to cooperate with and help enforce this Plan.</p> <p>Y3 Persons who are willfully or chronically non-compliant with the practices encouraged or required in this Plan may be sent home by the Emergency Committee, and may be barred from attendance at school on the next school day.</p> <p>Y4 The Medical Officer may, on the fly as deemed necessary and urgent in their sole discretion, direct that elements of the Plan be suspended, expanded, or modified until the next regular session of School Meeting.</p>	<p>G1 SAME AS YELLOW  G2 SAME AS YELLOW  G3 SAME AS YELLOW  G4 SAME AS YELLOW</p>