



# ARP ESSER Health and Safety Plan Guidance & Template

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

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

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

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

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

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

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

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

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

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

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

## **Additional Resources**

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

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

# Health and Safety Plan Summary: Achievement House Cyber Charter School

**Initial Effective Date: 8/19/2020**

**Date of Last Review: 1/24/22**

**Date of Last Revision: 1/26/22 (Reviewed by the Board)**

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

**AHCCS will review the CDC, PDE and Chester County health department posted guidelines along with attending the weekly COVID virtual meetings hosted by our local IU to assure we are aware of the latest guidelines and recommendations.**

**As a cyber school, all students learn remotely. AHCCS will have staff work remotely 3 to 4 days per week and in the office 1 to 2 days per week, on a rotational basis to minimize the number of staff in the building on any given day. This rotational schedule assures adequate space to provide social distancing should it become necessary.**

**Health and safety precautions will be maintained. All staff will be trained on and encouraged to follow social distancing and other safety protocols and on basic cleaning, sanitizing, and disinfecting protocols for their personal workstation or studio. Staff will be required to follow general hand hygiene (washing hands and use hand sanitizer frequently) respiratory etiquette (cover coughs/sneezes into a tissue or elbow). We also have a cleaning crew to come in every work night after hours to clean and disinfect the office. Since our school office is located in a public building, we will follow COVID protocols for our suite.**

**All visitations need to be scheduled in advance with notices posted on our website (this needs to be added and can be easily done if we want) and in the lobby to this effect. When possible, meetings will be held in the training or board room where social distancing may be available. Should a visitor walk-into the lobby unannounced, our receptionist will ask them the reason for the visitation and confer with the staff member the visitor wishes to see or an administrator and decide to continue with the visitation or reschedule to another time. All staff will be advised of this visitation policy.**

**Being a cyber school, AHCCS's operational model is flexible to meet whatever steps are required as initiated by the state. For staff, we will check state and local**

**health department notices about transmission in the area and adjust operations accordingly.**

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

**Throughout the COVID-19 pandemic Achievement House has continued to hire additional staff to provide an overall level of support to students as reported on the 7/20/21 Health and Safety Plan. Since 7/20/21 we hired the following positions: 4 additional Mentors, 1 Truancy Coordinator, 1 additional Teacher Assistant, and 1 Tutor/General Learning Support.**

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

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <a href="#">masks</a> ;	We will promote healthy hygiene practices including the recommendation of staff to wear masks if they are vaccinated or not. We will post signs on how to stop the spread of COVID-19 and other viruses by properly washing hands and promote everyday protective measures.
b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);	As a cyber school, students learn remotely and there is no need for classroom distancing. The school will operate with a 1-to-2-day rotation for staff to enter the building. For example: We have virtual studio classrooms that one person occupies at a time when teaching. For the rest of our workspace, staff will be on a rotational schedule to telework 3 to 4 days per week and only come into the office 1 or 2 days per week. It will be scheduled so that each person will maintain at least 6 feet of separation in their workspace. We will train all employees on health and safety protocols and continue to adhere to PDE guidance.
c. <a href="#">Handwashing and respiratory etiquette</a> ;	We will promote healthy hygiene practices and teach and reinforce washing hands and covering coughs and sneezes among staff. We will remind staff not to touch their face and mouth and to wash their hands frequently. We will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a>;</p>	<p>We have a cleaning crew to come in every work night after hours to clean and disinfect the office. We will ensure the safe and correct application of disinfectants. We will ensure that ventilation systems operate properly.</p>
<p>e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a>, in collaboration with the State and local health departments;</p>	<p>We will educate staff on staying home when they are sick and drafted an overall “Illness, Covid-19 and PTO” policy outlining such procedures.</p> <p>Staff who have COVID-19 symptoms should stay home and will be referred to their healthcare provider for testing and care.</p> <p>If a staff member is confirmed to have COVID-19 they will be asked to self-isolate and should stay home and follow the direction of the local public health authority about when it is safe for them to be around others.</p> <p>We will work with the local health department to facilitate, to the extent allowable by applicable laws, systematic case investigation and contact tracing of infected staff and consistent isolation of cases and quarantine.</p> <p>On 1/5/22 we updated the definitions of what is considered a Close Contact as written by CDC and Chester County Health Department (CCHD). That update includes different quarantine requirements for those who are fully vaccinated and boosted, versus those not boosted or fully vaccinated.</p>
<p>f. <a href="#">Diagnostic</a> and screening testing;</p>	<p>On 1/5/22 we updated the definitions based on CDC and CCHD guidelines and the requirements for quarantine and isolation for those with Covid-19 symptoms and those who tested positive for Covid-19.</p> <p>Occurrence of any of the symptoms below while a staff member is at school suggests the person may be referred for diagnostic testing.</p> <ul style="list-style-type: none"> <li>• Temperature of 100.4 degrees Fahrenheit or higher</li> <li>• Sore throat</li> <li>• Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)</li> </ul>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<ul style="list-style-type: none"> <li>• Difficulty breathing (for students with asthma, a change from their baseline breathing)</li> <li>• Diarrhea or vomiting</li> <li>• New loss of taste or smell</li> <li>• New onset of severe headache, especially with a fever</li> </ul>
<p>g. Efforts to provide <a href="#">vaccinations to school communities</a>;</p>	<p>Achievement house does not plan to participate in this program.</p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>We are a cyber school and children learn remotely. For students with IEPs who have related services written into their IEP, these services will be provided as follows: Contracted providers will deliver related services within the student's home or the community. The mode in which related services will be provided will be dependent upon the stage of re-opening of the student's resident county. Services will be provided face to face once parents have the opportunity to review the contracted provider's health and safety guidelines. Contracted providers have submitted their health and safety guidelines to AHCCS. All evaluations and reevaluations will be completed virtually.</p>
<p>i. Coordination with state and local health officials.</p>	<p>We will notify local health officials of a possible case while maintaining confidentiality consistent with the Americans Disability Act (ADA) and other applicable federal and state privacy laws.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL** reviewed and approved the Health and Safety Plan on **January 26, 2022**.

The plan was approved by a vote of:

  4   Yes

  0   No

Affirmed on: **January 27, 2022**

By:

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*(Signature\* of Board President)*

MARILOU STRANGARITY

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*(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.