



# **Maritime Academy Charter School**

## **Phased School Reopening**

### **Health and Safety Plan**

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## Health and Safety Plan: **Maritime Academy Charter School (Grades 1-12)**

### Type of Reopening

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? **(SELECT ONE BOX BELOW)**

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): No earlier than November 2, 2020- With the exception of special education students receiving occasional in-person supports if necessary.**

Maritime Academy Charter School (MACS) serves 970 cadets in grades 1-12. MACS has two campuses. Grades 1-8 are located within the Frankford Arsenal complex located at 2275 Bridge Street, Philadelphia, PA 19137. Grades 9-12 are located at 2700 E. Huntingdon Street, Philadelphia, PA 19125. MACS administration will review CDC and local health guidelines daily. Adjustments to practices and safety protocols will be made based on data, recommendations from accredited agencies, and suggestions from our staff, students, and families. MACS may still implement certain safety precautions regardless of our school's color designation in order to provide a safe and healthy learning environment.

### **Red Phase Opening**

Maritime Academy will start the 2020-2021 school year operating under our Red Phase (full virtual model) until the end of the first marking period ending November 2, 2020. A determination will be made whether MACS will continue our full virtual programming or transition to our hybrid A/B model as outlined within our Yellow Phase Plan.

Students will follow their full normal schedule during full virtual learning. They will report to their classes every day via Google Meet Monday through Thursday and work independently or receive individual supports on Fridays. Students will report virtually to their advisory class at the beginning of each day where their instructor will take attendance, set goals, and address any questions the students may have. Advisory teachers will also track, motivate, connect, guide, and mentor their advisory students. For each content class, teachers will spend the first part of their class period providing direct and guided instruction. The remainder of class, students will be given the opportunity for independent practice, reading/writing assignments, projects, and assessments. On Fridays, students will work independently on all assignments provided by their teachers. These assignments could be in the form of reading a chapter in a book, writing an essay, taking a quiz/test, or independent practice on Study Island, Khan Academy, Lexia, or Engenuity. Students, teachers, and families have been provided a detailed summary outlining their roles, our roles, and expectations that support productive virtual learning. Students and families will receive training session on how to navigate PowerSchool, Google Platform, and the various other virtual resources that will be utilized during virtual instruction. Staff will continue to receive professional development sessions aimed to expand virtual learning best practices as a continuation from the end of last school year when we went fully virtual. Full details regarding MACS virtual education plan are outlined in our updated Continuity of Education Plan.

Special education students will receive virtual instruction but will also have the option to receive in-person support if needed. At the elementary school, full-time special education students will have the option to receive in-person support three days a week. Students who receive supplemental services will have an option for in-person support two days a week. At the high school, both full-time special education students and students who receive supplemental services will have the option of receiving in-person support two days a week. If a student/family decides to take advantage of this option, all Yellow Phase health and safety precautions will be strictly enforced.

### **Yellow Phase Transition**

The decision to transition into the hybrid Yellow Phase would be based on a variety of components. The first consideration will be

medical data and health/safety recommendations from local, state, and federal agencies. MACS would also seek the endorsement of our Maritime community and school leadership team. Lastly, the formal support and approval from our CEO and Board of Directors. Once the determination is made that it is safe to fully transition into our Yellow Phase model, and the decision has been formally approved, MACS will implement an A/B hybrid schedule with Fridays being fully remote for everyone. This will reduce the number of students in the building each day. On any given day under our Yellow Phase designation, half of the students in grades 1-8 (a maximum of 340) would report to the elementary and middle school. Grades 9-12 will have a maximum of 145 students reporting to the high school building each day. Class sizes will range from 10-13 students and they will sit in designated seats that will be at least 6 feet apart. For grades that transition to multiple classrooms, a modified bell schedule was created to allow staggered start, dismissal, and exchange times in the hallways.

Full time special education students will attend school daily and classes will be limited to a maximum capacity of 12 students. All IEP meetings will be held over a secure conference line. When MACS enters our school's Green Phase, all IEP meetings will resume in a face-to-face setting. Evaluations and reevaluations will occur in the school psychologist's office. A 6 foot distance will be maintained when possible and face coverings/shields will be worn by the school psychologist and the students.

A variety of stakeholders were actively engaged in the initial drafting of our internal reopening plan at the end of April. We expanded our Pandemic Team to assist in the drafting of our official Phased School Reopening Health and Safety Plan once guidelines from the State were provided. Furthermore, we surveyed our parents, staff, and students via Google Forms for additional feedback and recommendations. After Board approval, our Health and Safety Plan was posted on our website and emailed to our families and local supporters. Hard copies were also mailed to each residence.

If we are faced with a situation that could potentially result in a school closure or any other significant modification to our operation, our pandemic and administration teams will convene to decide the best course of action for our students, families, and staff. We will engage the many stakeholders that are represented within our Pandemic Team, along with local safety and health agencies. At the beginning of the initial shutdown on March 13, 2020, Maritime drafted an extensive Continuity of Education Plan that was approved by both our Board of Directors and the state of Pennsylvania. We continued to operate and successfully completed the school year through remote instruction. We were very successful operating remotely due to our one-to-one Chromebook initiative and the strategic use of our Google Platform that was already in place prior to the shutdown. If for some reason our geographic area has a widespread exposure or our building has to be temporarily closed, we already have the capacity and experience to smoothly transition back into our Red Phase, delivering fully remote instruction. If or when we enter the Green Phase (full in-person instruction for all students), Maritime Academy will continue to practice and implement all cleaning, sanitizing, disinfecting, and health protocols established within our Yellow Phase Plan. Social distancing and hygiene efforts will continue to be practiced to the highest extent possible regardless of our color designation. All protocols and proposals within this document incorporate enough flexibility to adapt to the changing conditions throughout the year.

**Pandemic Coordinator/Team**

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Eugene Mattioni	Chief Executive Officer	LEA
Matthew Wilson	Pandemic Crisis Response Team Coordinator, Assistant Principal High School	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.
Lucy Feria	Principal- High School	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.
Peter Saunders	Principal- Elementary & Middle School	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.
Stephen Hewitt	Assistant Principal Elementary & Middle School/21st Century Community Learning Coordinator	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Amanda Russell	Elementary School Parent	Individual will play a role providing input and feedback in the drafting of the enclosed Health and Safety Plan
Margo Funke	High School Parent	Individual will play a role in drafting the enclosed Health and Safety Plan
Kevin Schultz	Athletic Director	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.
Kimberley Bonanni	Special Education Director	Individual will play a role in drafting the enclosed Health and Safety Plan
Gerald Malkowski	Director of Facilities	Individual will play a role in drafting the enclosed Health and Safety Plan.
Sheila Fielder	High School Nurse	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.
Abumounshar Hisham	Elementary and Middle School Nurse	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Aaron Courtney	Lead Support Staff High School	Individual will play a role in drafting the enclosed Health and Safety Plan
Jeffrey Riggins	Lead Support Staff Elementary and Middle School	Individual will play a role in drafting the enclosed Health and Safety Plan
Joyce Fanega	Assistant to the Principal (Elementary and Middle School), Cohort 10 CLC Program Director	Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

### **Key Strategies, Policies, and Procedures**

#### **Cleaning, Sanitizing, Disinfecting, and Ventilation**

Maritime Academy’s Pandemic Coordinator, along with school leadership, will review CDC and local health guidelines daily. On May 28, 2020, we conducted an inventory of personal protective equipment and cleaning supplies. All cleaning supplies, hand sanitizer, wipes, soap, gloves, tissues, social distancing floor decals, signs, face shields, sneeze guards, masks, no-touch thermometers, and other necessary equipment to ensure a safe welcome for staff and students were ordered by June 8, 2020. Full inventory of all supplies necessary for reopening (CDC recommended and Covid-19 approved items) are currently on site. Deep cleansing of all areas within our buildings using the CDC and OSHA guidelines was completed by July 1, 2020 and will continue throughout the year. Imperial Dade provided professional training entitled, “Cleaning for Health.” The session covered best practices regarding health guidelines, cleaning, sanitizing, and disinfecting protocols. All support and summer staff received the training on June 29, 2020 and all other staff will receive the training on August 26, 2020.

Signs are posted in classrooms, hallways, entries, lunchrooms, bathrooms, offices, and all other occupied spaces. Graphics and information on our signs were taken directly from CDC’s Printable Resources. The signs reinforce information regarding hand-washing, proper social distancing practices, hygiene, etc. Support staff and instructors will clean and sanitize desktops and tables after every period/session daily. All door knobs, locks/lockers, and other commonly touched items will be disinfected before students arrive and throughout the day. Support

staff has been approved for additional work hours by our CEO in order to meet our cleaning standards. Hand sanitizer stations are available in every classroom and other spaces that are occupied throughout the day. Soap dispensers will be checked and refilled daily.

The ventilation system in the high school is located in the boiler room. A large house fan brings in fresh air from Edgemont Street. Fresh air is discharged in each classroom through ductwork and exits the classrooms through ductwork to the roof. The ventilation system in the elementary and middle school is located in a fan room. Fresh air comes from the louvers on the back of the building. Air passes through filters and then a return air recirculates. Some rooms have individual air units. All filters are cleaned and checked throughout the year. Most spaces in both schools have windows that will provide additional air circulation.

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,</b>	On May 28, 2020, inventory of personal protective equipment and cleaning supplies was conducted. All cleaning supplies, hand sanitizer, wipes, soap, gloves, tissues, marking/floor decals, signs, face shields, sneeze guards, masks, no-touch thermometers, and other necessary equipment to ensure a safe welcome for staff and students were ordered by June 8, 2020. Full inventory	Continue tracking and maintain a 3-4 month supply of necessary products and equipment.	Matthew Wilson -Pandemic Coordinator	Already Acquired	No



<p><b>hallways, and transportation)</b></p>	<p>of all supplies necessary for reopening (CDC recommended and Covid-19 approved items) are currently on site.</p>				
	<p>Deep cleansing of all areas within our buildings using the CDC and OSHA guidelines was completed by July 1, 2020.</p>	<p>Cleaning, sanitizing and disinfecting will occur regularly. Deep cleaning of entire buildings will occur at least once a month.</p>	<p>Aaron Courtney and Jeffrey Riggins -Lead Support Staff</p>	<p>Already Acquired and Scheduled</p>	<p>Yes</p>
	<p>Imperial Dade provided professional training on health guidelines, cleaning, sanitizing, and disinfection protocols to all support and summer staff on June 29, 2020.</p>	<p>Continual PD will occur throughout the year.</p>	<p>Matthew Wilson- Pandemic Coordinator with professional trainer Bill McGarvey from Imperial Dade</p>	<p>Scheduled</p>	<p>Yes</p>
	<p>Signs are posted in classrooms, hallways, entries, lunchroom, bathrooms, offices, and all other occupied spaces. (Hand-washing, proper social distancing practices, hygiene, etc.).</p>	<p>Signs will remain posted throughout the year.</p>	<p>Aaron Courtney and Jeffrey Riggins -Lead Support Staff</p>	<p>CDC Website</p>	<p>No</p>
	<p>Support staff and instructors will clean and sanitize desktops and tables after every period/session daily. All door knobs, locks/lockers, and other commonly touched items will be disinfected before students arrive and throughout the day.</p>	<p>All cleaning standards and protocols under Yellow Phase will remain in place.</p>	<p>Aaron Courtney and Jeffrey Riggins -Lead Support Staff</p>	<p>Safety/ Cleaning Supplies</p>	<p>Yes</p>

	<p>Support staff has been approved for additional work hours as needed to meet our cleaning standards.</p>	<p>Support staff will continue to be approved for additional hours as needed to maintain cleanliness standards.</p>	<p>Eugene Mattioni- CEO</p>	<p>None</p>	<p>No</p>
	<p>Hand sanitizer stations are available in every classroom and other spaces that are occupied throughout the day. Soap dispensers will be checked and refilled daily.</p>	<p>All cleaning standards and protocols under Yellow Phase will remain in place.</p>	<p>Aaron Courtney and Jeffrey Riggins -Lead Support Staff</p>	<p>Sanitizer Refills- On Site</p>	<p>No</p>
	<p>The ventilation system in the high school is located in the boiler room. A large house fan brings in fresh air from Edgemont Street. Fresh air is discharged in each classroom through ductwork and exits the classrooms through ductwork to the roof.</p>	<p>Regular maintenance and inspections as needed.</p>	<p>Gerald Malkowski- Facilities Director</p>	<p>None</p>	<p>No</p>
	<p>The ventilation system in the elementary and middle school is located in a fan room. Fresh air comes from the louvers on the back of the building. Air passes through filters and then a return air recirculates. Some rooms have individual air units. All filters are cleaned and checked throughout the year. Most spaces in both building have windows which will provide additional air circulation.</p>	<p>Regular maintenance and inspections as needed.</p>	<p>Gerald Malkowski- Facilities Director</p>	<p>None</p>	<p>No</p>
	<p>Imperial Dade will provide another professional training session on health guidelines, procedures, cleaning products,</p>	<p>Bill McGarvey with Imperial Dade will provide training.</p>	<p>Matthew Wilson- Pandemic Coordinator</p>	<p>Bill McGarvey Presentation</p>	<p>Yes</p>

	<p>and best practices within the classroom to all staff on August 26 (prior to the 2020-2021 academic school year).</p> <p>Teachers will provide training on school procedures virtually and in person upon return.</p>	<p>Students will continually be educated throughout the year both in advisory/homeroom and in their content courses.</p>	<p>Matthew Wilson- Pandemic Coordinator</p>	<p>None</p>	<p>No</p>
<p><b>*Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>Pandemic Coordinator reviews CDC and local health guidelines daily. Adjustments to practices will be made based on data and best practice recommendations from accredited agencies.</p>	<p>Pandemic Coordinator reviews CDC and local health guidelines daily.</p>	<p>Matthew Wilson- Pandemic Coordinator</p>	<p>CDC, DOH, State, School District Websites</p>	<p>No</p>

## Social Distancing and Other Safety Protocols

While in the Yellow Phase, in order to reduce the number of students in the building each day we will implement an A/B schedule. On any given day, half of the students in grades 1-8 (a maximum of 340) would report to the elementary and middle school. Grades 9-12 will have a maximum of 145 students reporting each day to the high school. Class sizes will range from 10-13 students and they will sit in designated seats that will be at least 6 feet apart. For grades that transition to multiple classrooms, a modified bell schedule allows staggered times for exchanges in the hallways. Tutoring sessions will consist of no more than 4 students at one time. Large communal spaces such as the gymnasium and cafeteria will be limited to half of the typical amount of individuals that would usually occupy the space without surpassing the total number of students allowed in one room outlined within the Yellow Phase requirements. Individuals will be distanced 6 feet apart and lunch staff will use rosters to count the student/lunch given in lieu of students using the keypad to enter their lunch ID. When the weather permits, tables will be available outside for lunch and instructional use by teachers. As an additional precaution, all lunch rooms will have room dividers that will section off separate spaces where students can eat. This will allow students to eat in smaller groups and will decrease contact/exposure to the other students during that period.

In addition to advisory/homeroom instructors reinforcing proper hygiene routines, our health instructors and nursing staff, or their designees, will reinforce best practices throughout the school day and visit classrooms if needed. Social distancing floor decals are placed throughout all buildings and bathrooms will be limited to 1-3 individuals based upon the size of the bathroom. Students will be allowed to fill up water bottles at filling stations throughout the building but will not be permitted to drink water directly from the fountain. Reusable water bottles will be provided to every student.

Maritime Academy will make every effort to limit the amount of visitors within the building. At the elementary and middle school, students are not exposed to visitors since visitors report to the main office/administration building which is separated from the building that houses our students. The high school building has a double-entry visitor's entrance equipped with a video monitoring security system. All early dismissals, paperwork drop-off, and other business related inquiries will be handled from the first entrance door when possible. This system will prevent visitors from entering the part of the school which students/staff occupy. If a visitor must enter the building, they will receive a temperature check and be given a face mask if they are not already wearing one. All of our social distancing protocols are applicable to students of all ages. Staff will be instructed to constantly reinforce our policies and remind/practice with our younger students who may initially have a hard time establishing proper social distancing routines.

Physical education courses and youth sporting activities will follow CDC guidelines and will limit the physical closeness/proximity of players/students. The length of time that players are close to each other or to staff will be limited and full contact will only take place

in game-time situations. There will be an emphasis and focus on individual skill building versus competition. MACS will decrease the number of competitions during a season and limit the amount of equipment that is handled. Activities are limited to student athletes, coaches, officials, and staff only. Gatherings will be limited to 25 people and facilities will not to exceed 50% total lawful occupancy. Everyone must wear a face covering, such as a mask, unless they have a pre-existing condition. Coaches, athletes and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible.

Pencils, pens and other materials are available to prevent sharing and the borrowing of materials if a student is not adequately supplied. Teachers will limit book sharing as much as possible by printing individual copies of text (in compliance with copyright laws) and assignments.

Schedules have been modified to allow staggered start and dismissal times as well as transitions between classes. With half of the students physically present on any given day, the amount of students riding the bus will be drastically reduced. Students will sit in every-other seat. We will continue to collaborate with the bus contractor and the School District of Philadelphia's Transportation Department to make sure that students arrive at school as close to our approved start/end times as possible. Students that are dropped off by their parents or students that use public transportation will be encouraged to distance themselves from others. Students that are dropped off by their parents will have a scheduled arrival time so that they can report directly to their designated location for a temperature check.

All stakeholders will be provided a copy of our Health and Safety Plan, a letter from each principal, and can view a PowerPoint presentation summarizing our new protocols and policies as a result of Covid-19. These documents will be distributed to our families, posted on our website, and reviewed with our students.

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>Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b>	Developed A/B schedule that allowed a maximum of 13 students per class.	Resume normal scheduling (No "A" and "B" Days) while practicing social distancing as much as possible.	Matthew Wilson- Pandemic Coordinator	None	No
	Arranged classrooms and designated specific desks where students will sit. Each desk is labeled.	Classrooms will still be arranged in a manner that promotes the most distance between students.	Aaron Courtney and Jeffrey Riggins -Lead Support Staff	None	No
	Bell schedule and transition times were staggered to limit the amount of movement and interaction in the hallway.	Staggered bell schedule and transition times will remain the same.	Matthew Wilson- Pandemic Coordinator	None	No
* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b>	Large communal spaces such as the gymnasium and cafeteria will be limited to half of the typical amount of individuals that would usually occupy the space (not exceeding the maximum amount as outlined in Yellow Phase guidelines). When the weather permits, tables will be available outside for lunch	Resume normal scheduling and use of spaces (No "A" and "B" Days) while practicing social distancing as much as possible.	Matthew Wilson- Pandemic Coordinator	None	No

	<p>and instructional use by teachers.</p> <p>Lunch staff will use rosters to count the student/lunch given in lieu of students using the keypad to enter their lunch ID when distributing lunches.</p> <p>All lunch rooms will have room dividers that will section off separate spaces where students can eat. This will allow students to eat their lunch in smaller groups while providing less contact/exposure to other students during lunch.</p> <p>No large events will be hosted.</p>	<p>Students will continue to get their lunches without having to use a keypad to enter their lunch ID.</p> <p>Room dividers will still be utilized during lunches to limit contact/exposure to other students.</p> <p>Events will be held with proper safety and health precautions in place.</p>	<p>Matthew Wilson- Pandemic Coordinator</p> <p>Matthew Wilson- Pandemic Coordinator</p> <p>Lucy Feria- High School Principal and Peter Saunders- Elementary/Middle School Principal</p>	<p>Student Rosters/ID Numbers</p> <p>Room Dividers</p> <p>None</p>	<p>No</p> <p>No</p> <p>No</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>In addition to advisory and homeroom instructors reinforcing proper hygiene routines, our health instructors and nursing staff will reinforce best practices throughout the school day.</p>	<p>Hygiene routines and best practices will remain in effect.</p>	<p>Matthew Wilson- Pandemic Coordinator</p>	<p>CDC, DOH Guidelines and Recommendations</p>	<p>No</p>

	<p>Social distancing floor decals are placed throughout all buildings and bathrooms will be limited to 1-3 individuals based upon the size of the bathroom.</p>	<p>Floor decals will remain and will be utilized. Students will be able to enter the bathroom as long as there is an available stall/toilet.</p>	<p>Aaron Courtney and Jeffrey Riggins -Lead Support Staff</p>	<p>Social Distancing Floor Decals- Already Acquired</p>	<p>No</p>
	<p>Students will be allowed to fill up water bottles at filling stations throughout the building but will not be permitted to drink water directly from the fountain.</p>	<p>Students will be encouraged to continue to use their water bottles and not drink directly from the fountain.</p>	<p>Lucy Feria- High School Principal and Peter Saunders- Elementary/Middle School Principal</p>	<p>Reusable Water Bottles</p>	<p>No</p>
	<p>Hand sanitizer stations are available in every classroom and areas that students use throughout the day.</p>	<p>Students will be encouraged to continually use the sanitizing stations.</p>	<p>Matthew Wilson- Pandemic Coordinator</p>	<p>Sanitizer Refills- Supply On Site</p>	<p>No</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>Signs provided by the CDC are posted in classrooms, hallways, entries, lunchroom, bathrooms, offices, and all other occupied spaces. (hand-washing, proper social distancing practices, hygiene, etc.)</p>	<p>All signs will remain posted and the information will continue to be reinforced.</p>	<p>Aaron Courtney and Jeffrey Riggins -Lead Support Staff</p>	<p>CDC Website</p>	<p>No</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>At the elementary and middle school, students are not exposed to visitors since visitors report to the main office/administration building which is separated from the building that houses our students.</p> <p>The high school building has a double-entry visitor's entrance equipped with a video monitoring security system. All early dismissals, paperwork drop-off, and other business related inquiries will be handled from the first entrance door when possible. This system will prevent visitors from entering the part of the school which students/staff occupy. If a visitor must enter, they will have their temperature checked and will be given a face mask if they are not already wearing one.</p>	<p>We will continue to conduct/handle all business without visitors entering the main building when possible.</p> <p>We will continue to conduct/handle all business without visitors entering the main building when possible.</p>	<p>Lucy Feria- High School Principal and Peter Saunders- Elementary/Middle School Principal</p> <p>Aaron Courtney and Jeffrey Riggins -Lead Support Staff</p>	<p>None</p> <p>None</p>	<p>No</p> <p>No</p>

<b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	Limit physical closeness of players/students, and the length of time that players are close to each other or to staff.	Social distancing will still be enforced.	Kevin Schultz, Athletic Director and FT PE Teacher	None	No
	Students would be on an A/B schedule.	Individual and small groups maintained.	Kevin Schultz, Athletic Director and FT PE Teacher	None	No
	Focus on individual skill building versus competition.	Individual and small groups maintained.	Kevin Schultz, Athletic Director and FT PE Teacher	None	No
	Limit the time players/students spend close to others by playing full contact only in game-time situations.	Individual and small groups maintained.	Kevin Schultz, Athletic Director and FT PE Teacher	None	No
	Decrease the number of competitions during a season.	Modified schedules in compliance with State and PIAA regulations.	Kevin Schultz, Athletic Director and FT PE Teacher	None	No
	Limit amount of touching of equipment.	Continue to limit the amount of touching equipment.	Kevin Schultz, Athletic Director and FT PE Teacher	None	No

	<p>Activities limited to student athletes, coaches , officials, and staff only.</p> <p>Gatherings limited to 25. Facility not to exceed 50% total lawful occupancy.</p> <p>Everyone must wear a face covering, such as a mask, unless they have a pre-existing condition. Coaches, athletes and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible.</p>	<p>The addition of visitors and spectators will be contingent upon future health conditions.</p> <p>Gatherings up to 250. Facility not to exceed 50% total lawful occupancy.</p> <p>MACS will continue to follow the guidelines set forth by health agencies and the PIAA.</p>	<p>Kevin Schultz, Athletic Director and FT PE Teacher</p> <p>Kevin Schultz, Athletic Director and FT PE Teacher</p> <p>Kevin Schultz, Athletic Director and FT PE Teacher</p>	<p>None</p> <p>None</p> <p>None</p>	<p>No</p> <p>No</p> <p>No</p>
<p><b>Limiting the sharing of materials among students</b></p>	<p>Pencils, pens and other materials are available to prevent sharing and borrowing of materials amongst the students. Teachers will limit book sharing as much as possible by printing individual copies of text (in compliance with copyright laws) and assignments.</p>	<p>Individual materials will still be provided as much as possible.</p>	<p>Lucy Feria- High School Principal and Peter Saunders- Elementary/Middle School Principal</p>	<p>General School Supplies</p>	<p>No</p>

<p><b>Staggering the use of communal spaces and hallways</b></p>	<p>Schedules have been modified to allow for staggered start and dismissal times as well as transitions between classes.</p>	<p>All staggered start, dismissal, and transition times will remain in place.</p>	<p>Lucy Feria- High School Principal and Peter Saunders-Elementary/Middle School Principal</p>	<p>None</p>	<p>No</p>
<p><b>Adjusting transportation schedules and practices to create social distance between students (Note: this applies to the elementary school during the academic year)</b></p>	<p>With half of the students physically present on any given day, the amount of students riding the bus will be drastically reduced. Students will sit in every-other seat.</p>	<p>Students will resume their normal transportation schedules.</p>	<p>Peter Saunders-Elementary/Middle School Principal</p>	<p>None</p>	<p>No</p>
	<p>We will continue to collaborate with the bus contractor and the School District of Philadelphia's transportation Department to make sure that cadets arrive at school as close to our approved start/end times as possible.</p>	<p>Students will resume their normal transportation schedules.</p>	<p>Peter Saunders-Elementary/Middle School Principal</p>	<p>None</p>	<p>No</p>
	<p>Students that are dropped off by their parents or students that use public transportation will be encouraged to distance themselves from others as much as possible. Students that are dropped off by their parents will have a scheduled arrival time so that they can report directly to their designated location for a temperature check.</p>	<p>Cadets will resume their normal transportation schedules.</p>	<p>Peter Saunders-Elementary/Middle School Principal</p>	<p>None</p>	<p>No</p>

<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	Developed A/B schedule that allowed a maximum of 13 students per class.	Resume normal scheduling (No "A" and "B" Days) while practicing social distancing as much as possible.	Lucy Feria- High School Principal and Peter Saunders-Elementary/Middle School Principal	None	No
	Arranged classrooms and designated specific desks where students will sit. Each desk is labeled.	Classrooms will still be arranged in a manner that promotes the most distance between students.	Lucy Feria- High School Principal and Peter Saunders-Elementary/Middle School Principal	None	No
	Bell schedule and transition times were staggered to limit the amount of movement and interaction in the hallway.	Staggered bell schedule and transition times will remain the same.	Lucy Feria- High School Principal and Peter Saunders-Elementary/Middle School Principal	None	No
<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>	Our 21st Century Community Learning Program provides on-site programming both before and after school.	All 21st Century Community Learning Programming will remain active.	Stephen Hewitt- Assistant Principal/CLC Coordinator	None	No

## Monitoring Student and Staff Health

Student and staff health is Maritime's top priority. MACS will make every attempt to extend a variety of reasonable accommodations and modifications to all individuals, especially high-risk populations to ensure the well-being and safety of our entire school community. The administration and school nurses will be the lead individuals for monitoring health procedures. The school nurse or designee will review student records for any pre-existing conditions. MACS will provide recommendations and guidelines from the CDC and DOH to our families in an effort for parents to monitor their child's health outside of school hours, particularly prior to their arrival at school. Trained staff will conduct temperature checks as students and staff enter the building each day. Every teacher will be trained on how to use the thermometers and every classroom will have a no-contact thermometer. Any staff or student with a 100.4° or higher temperature will be seen by the school nurse or designee who will conduct an evaluation.

If a student or staff member shows signs or symptoms associated with Covid-19, MACS will follow the following protocol:

- a. Immediately notify the building principal or designee.
- b. Immediate separation will take place in the designated "quarantine room" if a student has symptoms. Staff will be asked to leave the building.
- c. Parents will be contacted immediately (if student) and individual will be sent home.
- d. Individual will be instructed to call their health care provider and may potentially be advised to self-quarantine for 14 days per CDC's recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.htm>).
- e. Philadelphia Department of Health may be notified (800) 722-7112.
- f. CDC's guidelines will be followed on disinfecting the workspace/classroom and will be conducted by a professional team (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).
- g. Employees and students will be directed to stay out of work/school until all of the following are true:
  - 1) at least 10 days have passed since the onset of symptoms AND
  - 2) they have been fever free for 72 hours AND
  - 3) symptoms are improving.
- h. A completed Self-Certification Form will be required from staff prior to their return.
- i. If individual receives a negative COVID-19 test result and symptoms are improving, they may return to work and school.

If at any time MACS becomes aware that a staff or student may have been exposed to someone who has tested positive for Covid-19, they will be asked to self-quarantine or seek clearance from a healthcare professional before returning to school. Staff will be required to submit a Covid-19 Employee Self-Certification form prior to their return. If someone in the school tests positive for Covid-19, MACS will hire professionals to remediate the building while students and staff will work remotely until the building is ready and the quarantine phase is over. Individuals that are not able to be physically present in school due to sickness or possible sickness, will receive full remote instruction until they are cleared for return. Families and staff will be immediately notified via letter when there is a confirmed COVID-19 case or when significant changes are made to our Health and Safety Plan. MACS will collaborate with the Department of Public Health on the procedures mentioned above.

A room at each school building has been identified and designated as a quarantine room where students who display symptoms will wait for pickup. Staff will be asked to leave the building immediately and seek medical attention if they show signs or symptoms outlined by the CDC. The quarantine room will be a separate location and will not be within the nurse's office. Both quarantine locations allow quick access for pickup in a low traffic area within the buildings. MACS administration and the school nurse, in collaboration with local health agencies, will determine quarantine and isolation requirements for each possible case.

MACS has conducted surveys with both staff and families regarding their feelings, concerns, and considered all feedback within our reopening plan. If at any time an individual does not feel comfortable, or is temporarily not able to return, MACS will make reasonable effort to support and accommodate those individuals. Students can easily transition back into complete remote instruction if necessary. MACS administration will work closely with staff members that are at higher risk of severe illness to reasonably accommodate their transition back to work.

All staff members will be trained on monitoring student and staff health prior to any face-to-face interactions with our students. MACS administration and nursing staff will oversee the implementation of protocols and training for matters regarding student and staff health.

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>	The school nurses will review student records for any pre-existing conditions.	Same as Yellow Phase.	Lucy Feria-HS Principal Sheila Fielder-HS Nurse Peter Saunders-Elementary Principal Abumounshar Hisham-Elementary School Nurse	Thermometers Were Ordered and Received.	Yes



	<p>MACS will provide recommendations and guidelines from the CDC and DOH to our families in an effort to monitor their child's health outside of school hours, particularly prior to their arrival at school.</p>	Same as Yellow Phase.	Matthew Wilson- Pandemic Coordinator	CDC, DOH Website	No
	<p>Trained staff will conduct temperature checks as students and staff enter the building each day.</p>	<p>Temperature checks will be conducted if a student or staff member does not feel well.</p>	<p>Lucy Feria-HS Principal Sheila Fielder-HS Nurse Peter Saunders-Elementary Principal Abumounshar Hisham-Elementary School Nurse</p>	<p>Trained Staff and School Nurses- No Contact Thermometers</p>	No
	<p>Every advisory/homeroom teacher will be trained on how to read the thermometers and every classroom will have a no-contact thermometer.</p>	Same as Yellow Phase.	<p>Lucy Feria-HS Principal Sheila Fielder-HS Nurse Peter Saunders-Elementary Principal Abumounshar Hisham-Elementary School Nurse</p>	No- Contact Thermometer	Yes
<p><b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Any staff or student with a 100.4 temperature or higher will be seen by the school nurse who will conduct an evaluation.</p>	Same as Yellow Phase.	<p>Lucy Feria-HS Principal Sheila Fielder-HS Nurse Peter Saunders-Elementary Principal Abumounshar Hisham-Elementary School Nurse</p>	Review CDC and DOH Guidelines	Yes

	<p>Students or staff will be asked to go home, self-quarantine, and seek medical attention if they show any signs or symptoms associated with Covid-19.</p> <p>A room at each school building has been identified and designated as a quarantine room where students who display symptoms will wait for pickup.</p> <p>Staff will be asked to leave the building immediately and seek medical attention if they show signs or symptoms outlined by CDC.</p> <p>If someone in the school tests positive for Covid-19, MACS will hire professionals to remediate the building while students and staff will work remotely until the building is deemed safe and the quarantine phase is over.</p> <p>The quarantine room will be a separate location and will not be within the nurse's office. Both quarantine locations allow quick access for pickup in a low traffic area within the buildings. MACS administration and the school nurse, in collaboration with local health agencies, will determine quarantine and isolation requirements for each possible case.</p>	<p>Students and staff will be closely monitored and will be sent home if determined necessary by the nurse.</p> <p>The quarantine room will remain open and available.</p> <p>Students and staff will be closely monitored and will be sent home if determined necessary by the nurse.</p> <p>Same as Yellow Phase</p> <p>The quarantine room will remain open and available.</p>	<p>Lucy Feria-HS Principal Sheila Fielder-HS Nurse Peter Saunders-Elementary Principal Abumounshar Hisham-Elementary School Nurse</p> <p>Matthew Wilson- Pandemic Coordinator</p> <p>Lucy Feria-HS Principal Sheila Fielder-HS Nurse Peter Saunders-Elementary Principal Abumounshar Hisham-Elementary School Nurse</p> <p>Lucy Feria-HS Principal Peter Saunders-Elementary Principal</p> <p>Matthew Wilson- Pandemic Coordinator</p>	<p>Review CDC and DOH Guidelines</p> <p>None</p> <p>None</p> <p>None</p> <p>Collaboration with Local Health Agencies</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
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<b>Returning isolated or quarantined staff, students, or visitors to school</b>	<p>If at any time MACS becomes aware that a staff or student may have been exposed to someone who has tested positive for Covid-19, they will be asked to self-quarantine and seek clearance from a health professional before returning to school. Staff will also be required to submit a Covid-19 Employee Self-Certification form prior to their return. Once returning to school, the individual will be closely monitored.</p>	<p>Same as Yellow Phase.</p>	<p>Lucy Feria-HS Principal Sheila Fielder-HS Nurse Peter Saunders-Elementary Principal Abumounshar Hisham-Elementary School Nurse</p>	<p>CDC, DOH, Local Health Agencies</p>	<p>No</p>
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	<p>Families and staff will be immediately notified via letter when there is a confirmed COVID-19 case or when any significant changes are made to our Health and Safety Plan. MACS will collaborate with the Department of Public Health on the procedures mentioned above.</p>	<p>Same as Yellow Phase.</p>	<p>Eugene Mattioni, CEO/LEA</p>	<p>None</p>	<p>No</p>

<b>Additional Communication and Training</b>	MACS conducted surveys of both staff and families regarding their feelings, concerns, and considering all feedback within our reopening plan. If at any time an individual does not feel comfortable, or is temporarily not able to return, MACS will make reasonable effort to support and accommodate those individuals. Students can easily transition into complete remote instruction if necessary.	MACS will make reasonable efforts to support and accommodate students and staff.	Eugene Mattioni- CEO, Lucy Feria- HS Principal, Peter Saunders- EL Principal	Use of Google Platform and School Website	No
	MACS administration will work closely with staff members that are at higher risk of severe illness to reasonably accommodate their transition back to work.	MACS administration will continue to work closely with our staff members that are at higher risk of severe illness to reasonably accommodate their transition back to work.	Eugene Mattioni- CEO, Lucy Feria- HS Principal, Peter Saunders- EL Principal	None	No
	All staff members will be trained on monitoring student and staff health prior to any face-to-face interactions with our Students.	Staff will participate in ongoing professional development sessions throughout the year if guidelines or recommendations change.	Eugene Mattioni- CEO, Lucy Feria- HS Principal, Peter Saunders- EL Principal, Matt Wilson- Pandemic Coordinator	Scheduled	Yes

## Other Considerations for Students and Staff

Face coverings will be required for all visitors that have to enter the building. As noted in our social distancing protocol, steps have been taken to minimize the amount of visitors that will actually enter our buildings. Staff and students will also be required to wear face coverings. Face coverings will still be required until MACS administration deems they are not necessary and they are no longer recommended by the CDC, DOH, and other local agencies. MACS currently has a variety of face coverings that will be available to both students and staff. Face coverings are available in a child's size for our students in grades 1-5. Larger size face coverings are available for students in grades 6-12. We also have specially designed cloth masks for exercising, athletics, and physical education. Child size face shields are available for children that receive speech services, have asthma (or other breathing conditions), fall into the category of high risk, or find it difficult to wear a face mask. Larger sized face shields are available for staff and students as well. Remote learning will be arranged for staff and students that are at higher risks for severe illness and are required to stay at home. MACS will be flexible and considerate regarding attendance policies for students, staff, and vulnerable populations such as homeless students, migrant students, and English Learners.

The school is contracted with Educators on Call for substitute services when internal coverage is not available. MACS has also hired a building substitute at both locations.

MACS hired an additional counselor for the 2020-2021 school year to provide more intensive counseling services for students struggling as a result of COVID-19. Counselors will set up Google Classrooms for each grade. They will use our Google Platform to provide grade-specific updates and resources to our students and their families. Counselors will also use this platform to create communication amongst peers. Counselors will meet with groups of students for initial group counseling and will support the processing of events caused by COVID-19. They will administer a mental health assessment during the first week of school and will utilize Google Forms to assess student needs (trauma, fears, interest in individual/group counseling). Additionally, counselors will offer a digital mental health wellness course through EverFi. The course will introduce students to mental wellness - concepts like coping strategies, stigma, emotional health, and how to find help for

themselves or others. MACS counselors will continue to use the digital booking site that was implemented on our webpage when we transitioned to remote education in March. Counselors will visit classrooms during the first week of school to provide a tutorial on accessing appointment scheduling.

An instructional framework and a set of expectations for both teachers and students has been established and will be communicated to all stakeholders. Within the A/B schedule, on day one the teachers will provide in-class direct instruction. The teachers will introduce new concepts, check for understanding, respond to questions, and set remote learning goals and expectations for day two. On day two, the students will work remotely on assignments, projects, and school work. Students will work individually online, in their notebooks, workbooks, and Chromebooks. The students will continue to use Google Classroom, Study Island, Khan Academy, Edgenuity, Lexia, or teacher study packets. Students will prepare work-related questions for the teacher to answer when they return the following day. Teachers will use on-line assessments (quizzes, short answer responses, other checks for understanding) to determine what supports or interventions are needed. Extended day academic enrichment classes and extra-curricular activities will be offered. All students will be assigned to a mentor teacher to track, motivate, connect, and guide.

Yellow Phase Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Group A In-School In- Person Learning	Group A Remote Learning	Group A In-School In-Person Learning	Group A Remote Learning	Groups A and B are both Remote Learning
Group B Remote Learning	Group B In-School In-Person Learning	Group B Remote Learning	In-School In-Person Learning	Groups A and B are both Remote Learning

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>	Remote learning will be arranged for staff and students that are at higher risks for severe illness and are required to stay at home. MACS will be flexible and considerate regarding attendance policies for students, staff, and vulnerable populations such as homeless students, migrant students, and English Learners.	Same as Yellow Phase.	Lucy Feria- HS Principal, Peter Saunders- EL Principal	Chromebooks, Online Programs, and Teacher Assignments.	No
<b>Use of face coverings (masks or face shields) by staff or visitors</b>	Face coverings will be required for all visitors that must enter the building. As noted in our social distancing protocol, steps have been taken to minimize the amount of visitors that will actually enter our buildings.	Face coverings will not be required by visitors- MACS will still limit visitors entering the building.	Lucy Feria- HS Principal, Peter Saunders- EL Principal	Disposable Masks for Visitors	No

	<p>Staff and students will be required to wear face coverings.</p>	<p>Face coverings will still be required until MACS administration deems they are not necessary and they are no longer recommended by the CDC, DOH, and other local agencies.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>Already Acquired</p>	<p>No</p>
	<p>MACS currently has a variety of face coverings that will be available to both students and staff. Face coverings are available in a child's size for our students in grades 1-5.</p>	<p>Face coverings will still be required until MACS administration deems they are not necessary and they are no longer recommended by the CDC, DOH, and other local agencies.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>Already Acquired</p>	<p>No</p>
	<p>Child size face shields are available for children that receive speech services, have asthma (or other breathing conditions), fall into the category of high risk, or find it difficult to wear a face mask.</p>	<p>Face coverings will still be required until MACS administration deems they are not necessary and they are no longer recommended by the CDC, DOH, and other local agencies.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>Already Acquired</p>	<p>No</p>
<p><b>Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Larger size face coverings are available for students in grades 6-12. Specially designed cloth masks for exercising, sports, and physical education are available.</p>	<p>Face coverings will still be required until MACS administration deems they are not necessary and they are no longer recommended by the CDC, DOH, and other local agencies.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>Already Acquired</p>	<p>No</p>



	Larger sized face shields are available for staff and for students that receive speech services, have asthma (or other breathing conditions), fall into the category of high risk, or find it difficult to wear a mask.	Face coverings will still be required until MACS administration deems they are not necessary and they are no longer recommended by the CDC, DOH, and other local agencies.	Lucy Feria- HS Principal, Peter Saunders- EL Principal	Already Acquired	No
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<b>Strategic deployment of staff and counselors</b>	The school is contracted with Educators on Call/Frontline Education for substitute services when internal coverage is not available. Both campuses have hired a permanent building substitute.	Internal coverage and substitute teachers from Frontline Education will still be utilized in addition to our building substitute.	Lucy Feria- HS Principal, Peter Saunders- EL Principal	None	No
	MACS hired an additional counselor for the 2020-2021 school year to provide more intensive counseling services for students struggling as a result of COVID-19. Counselors will set up Google Classrooms for each grade. They will use our Google Platform to provide grade-specific updates and resources to our students and their families.	All counseling services will remain in place.	Lucy Feria- HS Principal, Peter Saunders- EL Principal	Additional Counselor Already Hired	Yes
	Counselors will also use our Google Platform to create communication amongst peers. Counselors will meet with groups of students for initial group counseling to support the processing of events caused by COVID-19.	All counseling services will remain in place	Lucy Feria- HS Principal, Peter Saunders- EL Principal	None	No
	Counselors will administer a mental health assessment during the first week of school and will utilize Google Forms to assess student needs (trauma, fears, interest in individual/group counseling). Additionally, counselors will offer a digital mental health wellness course through EverFi. The course will introduce students to mental wellness - concepts like coping strategies, stigma,	All counseling services will remain in place	Lucy Feria- HS Principal, Peter Saunders- EL Principal	Google Platform and EverFi	No

	<p>emotional health, and how to find help for themselves or others.</p> <p>MACS counselors will continue to use the digital booking site that was implemented on our webpage when we transitioned to remote education in March. Counselors will visit classrooms during the first week of school to provide a tutorial on accessing appointment scheduling.</p>	<p>All counseling services will remain in place.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>None</p>	<p>No</p>
	<p>An instructional framework and a set of expectations for both teachers and students has been established and communicated to all stakeholders.</p>	<p>All instructional framework and education plans (remote, face-to-face, hybrid) will be available in the event our school/community's designation changes.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>None</p>	<p>Already provided</p>
	<p>During the A/B schedule, on day one the teachers will provide in-class direct instruction. The teachers will introduce new concepts, check for understanding, respond to questions and set remote learning goals and expectations for day two. On day two, the students will work remotely on assignments, projects, and school work. Students will work individually online, in their notebooks, workbooks, and Chromebooks.</p>	<p>All instructional framework and education plans (remote, face-to-face, hybrid) will be available in the event our school/community's designation changes.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>Listed in Action Step</p>	<p>Already provided</p>

	<p>The students will continue to use Google Classroom, Study Island, Khan Academy, Edgenuity, Lexia, or teacher study packets. Students will prepare questions for the teacher to answer when they return to school the following. Teachers will use on-line assessments (quizzes, short answer responses, other checks for understanding) to determine what supports or interventions are needed. Extended day academic enrichment classes and extra-curricular activities will be offered.</p> <p>All students will be assigned to a mentor teacher to track, motivate, connect, and guide.</p>	<p>All instructional framework and education plans (remote, face-to-face, hybrid) will be available in the event our school/community's designation changes.</p> <p>All students will be assigned to a mentor teacher to track, motivate, connect, and guide.</p>	<p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p> <p>Lucy Feria- HS Principal, Peter Saunders- EL Principal</p>	<p>All subscriptions have been renewed</p> <p>None</p>	<p>Already Provided</p> <p>Already Provided</p>
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## Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, Sanitization, Disinfecting Supplies and Usage	Lead Support Staff and Pandemic Coordinator	Matthew Wilson, Pandemic Coordinator	Online/Google Meet	Training Specialist Bill McGarvey-Imperial Dade	June 9, 2020	June 9, 2020
School Safety and Health Protocols	Summer Staff	Matthew Wilson, Pandemic Coordinator	In-Face PD	Health and Safety Plan, CDC and DOH Guidelines and Recommendations	June 29, 2020	June 29, 2020
Cleaning, Sanitation, Disinfection Methods and Best Practices	All Support Staff and Summer Staff	Matthew Wilson, Pandemic Coordinator	In-Face PD	Training Specialist Bill McGarvey-Imperial Dade	June 29, 2020	June 29, 2020
				<a href="https://www.cdc.gov/coronavirus/2019-nCoV/index.html">https://www.cdc.gov/coronavirus/2019-nCoV/index.html</a>		
“Cleaning For Health”	All teachers and staff	Matthew Wilson, Pandemic Coordinator	In-Face Training Signs	Health and Safety Plan, CDC and DOH Guidelines and Recommendations	August 26, 2020	August 26, 2020
Handwashing, Hygiene and Healthy Protocols	All students	Advisory Teachers Student Government Leaders Support Staff	Virtual and then in face training upon return Daily PA announcement reminders Signs	Health and Safety Plan, CDC and DOH Guidelines and Recommendations	August 31, 2020	June 5, 2021
Handwashing and Healthy Protocols	Parents	Peter Saunders-Elementary Principal, Abumounshar Hisham-Elementary School Nurse	CDC website	Health and Safety Plan, CDC and DOH Guidelines and Recommendations	June 18, 2020	June 5, 2021

## Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan	Pandemic Team	Matt Wilson, Pandemic Coordinator	Google Meet	June 10, 2020	June 10, 2020
Health and Safety Plan Parent and Staff Survey	Families and staff	Lucy Feria, Principal	Use Google Forms	June 15, 2020	June 30, 2020
Weekly Parent and Staff Updates	Families and staff	Lucy Feria, Principal Peter Saunders, Principal	Email and School Website	June 15, 2020	June 5, 2021
Website Information Posting	All stakeholders (community, families, students and staff)	Donna Harvey, Assistant to the CEO	School Website; Letters	June 15, 2020	June 5, 2021
Board Reporting	Board of Directors	Eugene Mattioni, CEO	Monthly Board Reports	June 17, 2020	June 30, 2021
Health & Safety/Reopening Plan	Administration Team	Eugene Mattioni, CEO	In-Person	July 2, 2020	July 2, 2020
Health & Safety/Reopening Plan	Administration Team	Eugene Mattioni, CEO	Conference Call	July 9, 2020	July 9, 2020
Health & Safety/Reopening Plan	Administrative Team	Eugene Mattioni, CEO	Conference Call	July 16, 2020	July 16, 2020
Health & Safety/Reopening Plan	Administrative Team	Eugene Mattioni, CEO	Conference Call	July 23, 2020	July 23, 2020
Health & Safety/Reopening Plan	Leadership Team	Lucy Feria, Principal Peter Saunders, Principal	Google Meet	July 30, 2020	July 30, 2020
Reopening Plan Distribution and Posting on Website	Families and staff	Eugene Mattioni, CEO	School Website and Hard Copies Mailed Home	August 5, 2020	August 5, 2020

## Health and Safety Plan Summary: **Maritime Academy Charter School**

**Anticipated Launch Date: August 31, 2020**

### **Introduction**

Maritime Academy Charter School (MACS) serves 970 cadets in grades 1-12. MACS has two campuses. Grades 1-8 are located within the Frankford Arsenal complex located at 2275 Bridge Street, Philadelphia, PA 19137. Grades 9-12 are located at 2700 E. Huntingdon Street, Philadelphia, PA 19125. MACS administration will review CDC and local health guidelines daily. Adjustments to practices and safety protocols will be made based on data, recommendations from accredited agencies, and suggestions from our staff, students, and families. MACS may still implement certain safety precautions regardless of our school's color designation in order to provide a safe and healthy learning environment.

### **Red Phase Opening**

Maritime Academy will start the 2020-2021 school year operating under our Red Phase (full virtual model) until the end of the first marking period ending November 2, 2020. A determination will be made whether MACS will continue our full virtual programming or transition to our hybrid A/B model as outlined within our Yellow Phase Plan.

Students will follow their full normal schedule during full virtual learning. They will report to their classes every day via Google Meet Monday through Thursday and work independently or receive individual supports on Fridays. Students will report virtually to their advisory class at the beginning of each day where their instructor will take attendance, set goals, and address any questions the students may have. Advisory teachers will also track, motivate, connect, guide, and mentor their advisory students. For each content class, teachers will spend the first part of their class period providing direct and guided instruction. The remainder of class, students will be given the opportunity for independent practice, reading/writing assignments, projects, and assessments. On Fridays, students will work independently on all assignments provided by their teachers. These assignments could be in the form of reading a chapter in a book, writing an essay, taking a quiz/test, or independent practice on Study Island, Khan Academy, Lexia, or Engenuity. Students, teachers, and families have been provided a detailed summary outlining their roles, our roles, and expectations that support productive virtual learning. Students and families will receive training session on how to navigate PowerSchool, Google Platform, and the various other virtual resources that will be utilized during virtual instruction. Staff will continue to receive professional development sessions aimed to expand virtual learning best practices as a continuation from the end of last school year when we went fully virtual. Full details regarding MACS virtual education plan are outlined in our updated Continuity of Education Plan.

Special education students will receive virtual instruction but will also have the option to receive in-person support if needed. At the elementary school, full-time special education students will have the option to receive in-person support three days a week. Students who receive supplemental services will have an option for in-person support two days a week. At the high school, both full-time special education students and students who receive supplemental services will have the option of receiving in-person support two days a week. If a student/family decides to take advantage of this option, all Yellow Phase health and safety precautions will be strictly enforced.

## **Yellow Phase Transition**

The decision to transition into the hybrid Yellow Phase would be based on a variety of components. The first consideration will be medical data and health/safety recommendations from local, state, and federal agencies. MACS would also seek the endorsement of our Maritime community and school leadership team. Lastly, the formal support and approval from our CEO and Board of Directors. Once the determination is made that it is safe to fully transition into our Yellow Phase model, and the decision has been formally approved, MACS will implement an A/B hybrid schedule with Fridays being fully remote for everyone. This will reduce the number of students in the building each day. On any given day under our Yellow Phase designation, half of the students in grades 1-8 (a maximum of 340) would report to the elementary and middle school. Grades 9-12 will have a maximum of 145 students reporting to the high school building each day. Class sizes will range from 10-13 students and they will sit in designated seats that will be at least 6 feet apart. For grades that transition to multiple classrooms, a modified bell schedule was created to allow staggered start, dismissal, and exchange times in the hallways.

Full time special education students will attend school daily and classes will be limited to a maximum capacity of 12 students. All IEP meetings will be held over a secure conference line. When MACS enters our school's Green Phase, all IEP meetings will resume in a face-to-face setting. Evaluations and reevaluations will occur in the school psychologist's office. A 6 foot distance will be maintained when possible and face coverings/shields will be worn by the school psychologist and the students.

A variety of stakeholders were actively engaged in the initial drafting of our internal reopening plan at the end of April. We expanded our Pandemic Team to assist in the drafting of our official Phased School Reopening Health and Safety Plan once guidelines from the State were provided. Furthermore, we surveyed our parents, staff, and students via Google Forms for additional feedback and recommendations. After Board approval, our Health and Safety Plan was posted on our website and emailed to our families and local supporters. Hard copies were also mailed to each residence.

If we are faced with a situation that could potentially result in a school closure or any other significant modification to our operation, our pandemic and administration teams will convene to decide the best course of action for our students, families, and staff. We will engage the many stakeholders that are represented within our Pandemic Team, along with local safety and health agencies. At the beginning of the initial shutdown on March 13, 2020, Maritime drafted an extensive Continuity of Education Plan that was approved by both our Board of Directors and the state of Pennsylvania. We continued to operate and successfully completed the school year through remote instruction. We were very successful operating remotely due to our one-to-one Chromebook initiative and the strategic use of our Google Platform that was already in place prior to the shutdown. If for some reason our geographic area has a widespread exposure or our building has to be temporarily closed, we already have the capacity and experience to smoothly transition back into our Red Phase, delivering fully remote instruction. If or when we enter the Green Phase (full in-person instruction for all students), Maritime Academy will continue to practice and implement all cleaning, sanitizing, disinfecting, and health protocols established within our Yellow Phase Plan. Social distancing and hygiene efforts will continue to be practiced to the highest extent possible regardless of our color designation. All protocols and proposals within this document incorporate enough flexibility to adapt to the changing conditions throughout the year.



## 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>	<p>Maritime Academy’s Pandemic Coordinator, along with school leadership, will review CDC and local health guidelines daily. On May 28, 2020, we conducted an inventory of personal protective equipment and cleaning supplies. All cleaning supplies, hand sanitizer, wipes, soap, gloves, tissues, social distancing floor decals, signs, face shields, sneeze guards, masks, no-touch thermometers, and other necessary equipment to ensure a safe welcome for staff and students were ordered by June 8, 2020. Full inventory of all supplies necessary for reopening (CDC recommended and Covid-19 approved items) are currently on site. Deep cleansing of all areas within our buildings using the CDC and OSHA guidelines was completed by July 1, 2020 and will continue throughout the year. Imperial Dade provided professional training entitled, “Cleaning for Health.” The session covered best practices regarding health guidelines, cleaning, sanitizing, and disinfecting protocols. All support and summer staff received the training on June 29, 2020 and all other staff will receive the training on August 26, 2020.</p> <p>Signs are posted in classrooms, hallways, entries, lunchrooms, bathrooms, offices, and all other occupied spaces. Graphics and information on our signs were taken directly from CDC’s Printable Resources. The signs reinforce information regarding hand-washing, proper social distancing practices, hygiene, etc. Support staff and instructors will clean and sanitize desktops and tables after every period/session daily. All door knobs, locks/lockers, and other commonly touched items will be disinfected before students arrive and throughout the day. Support staff has been approved for additional work hours by our CEO in order to meet our cleaning standards. Hand sanitizer stations are available in every classroom and other spaces that are occupied throughout the day. Soap dispensers will be checked and refilled daily.</p> <p>The ventilation system in the high school is located in the boiler room. A large house fan brings in fresh air from Edgemont Street. Fresh air is discharged in each classroom through ductwork and exits the classrooms</p>

through ductwork to the roof. The ventilation system in the elementary and middle school is located in a fan room. Fresh air comes from the louvers on the back of the building. Air passes through filters and then a return air recirculates. Some rooms have individual air units. All filters are cleaned and checked throughout the year. Most spaces in both schools have windows that will provide additional air circulation.

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <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></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> <li>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></li> </ul> <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>While in the Yellow Phase, in order to reduce the number of students in the building each day we will implement an A/B schedule. On any given day, half of the students in grades 1-8 (a maximum of 340) would report to the elementary and middle school. Grades 9-12 will have a maximum of 145 students reporting each day to the high school. Class sizes will range from 10-13 students and they will sit in designated seats that will be at least 6 feet apart. For grades that transition to multiple classrooms, a modified bell schedule allows staggered times for exchanges in the hallways. Tutoring sessions will consist of no more than 4 students at one time. Large communal spaces such as the gymnasium and cafeteria will be limited to half of the typical amount of individuals that would usually occupy the space without surpassing the total number of students allowed in one room outlined within the Yellow Phase requirements. Individuals will be distanced 6 feet apart and lunch staff will use rosters to count the student/lunch given in lieu of students using the keypad to enter their lunch ID. When the weather permits, tables will be available outside for lunch and instructional use by teachers. As an additional precaution, all lunch rooms will have room dividers that will section off separate spaces where students can eat. This will allow students to eat in smaller groups and will decrease contact/exposure to the other students during that period.</p>

**Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

**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**

In addition to advisory/homeroom instructors reinforcing proper hygiene routines, our health instructors and nursing staff, or their designees, will reinforce best practices throughout the school day and visit classrooms if needed. Social distancing floor decals are placed throughout all buildings and bathrooms will be limited to 1-3 individuals based upon the size of the bathroom. Students will be allowed to fill up water bottles at filling stations throughout the building but will not be permitted to drink water directly from the fountain. Reusable water bottles will be provided to every student.

Maritime Academy will make every effort to limit the amount of visitors within the building. At the elementary and middle school, students are not exposed to visitors since visitors report to the main office/administration building which is separated from the building that houses our students. The high school building has a double-entry visitor's entrance equipped with a video monitoring security system. All early dismissals, paperwork drop-off, and other business related inquiries will be handled from the first entrance door when possible. This system will prevent visitors from entering the part of the school which students/staff occupy. If a visitor must enter the building, they will receive a temperature check and be given a face mask if they are not already wearing one. All of our social distancing protocols are applicable to students of all ages. Staff will be instructed to constantly reinforce our policies and remind/practice with our younger students who may initially have a hard time establishing proper social distancing routines.

Physical education courses and youth sporting activities will follow CDC guidelines and will limit the physical closeness/proximity of players/students. The length of time that players are close to each other or to staff will be limited and full contact will only take place in game-time situations. There will be an emphasis and focus on individual skill building versus competition. MACS will decrease the number of competitions during a season and limit the amount of equipment that is handled. Activities are limited to student athletes, coaches, officials, and staff only. Gatherings will be limited to 25 people and facilities will not to exceed 50% total lawful occupancy. Everyone must wear a face covering, such as a mask, unless they have a pre-existing condition. Coaches, athletes and spectators must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least 6 feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible.

Pencils, pens and other materials are available to prevent sharing and the borrowing of materials if a student is not adequately supplied. Teachers will limit book sharing as much as possible by printing individual copies of text (in compliance with copyright laws) and assignments.

Schedules have been modified to allow staggered start and dismissal times as well as transitions between classes.

With half of the students physically present on any given day, the amount of students riding the bus will be drastically

reduced. Students will sit in every-other seat. We will continue to collaborate with the bus contractor and the School District of Philadelphia's Transportation Department to make sure that students arrive at school as close to our approved start/end times as possible. Students that are dropped off by their parents or students that use public transportation will be encouraged to distance themselves from others. Students that are dropped off by their parents will have a scheduled arrival time so that they can report directly to their designated location for a temperature check.

All stakeholders will be provided a copy of our Health and Safety Plan, a letter from each principal, and can view a PowerPoint presentation summarizing our new protocols and policies as a result of Covid-19. These documents will be distributed to our families, posted on our website, and reviewed with our students.

## 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>	<p>Student and staff health is Maritime’s top priority. MACS will make every attempt to extend a variety of reasonable accommodations and modifications to all individuals, especially high-risk populations to ensure the well-being and safety of our entire school community. The administration and school nurses will be the lead individuals for monitoring health procedures. The school nurse or designee will review student records for any pre-existing conditions. MACS will provide recommendations and guidelines from the CDC and DOH to our families in an effort for parents to monitor their child’s health outside of school hours, particularly prior to their arrival at school. Trained staff will conduct temperature checks as students and staff enter the building each day. Every teacher will be trained on how to use the thermometers and every classroom will have a no-contact thermometer. Any staff or student with a 100.4 ° or higher temperature will be seen by the school nurse or designee who will conduct an evaluation.</p> <p>If a student or staff member shows signs or symptoms associated with Covid-19, MACS will follow the following protocol:</p> <ol style="list-style-type: none"> <li>a. Immediately notify the building principal or designee.</li> <li>b. Immediate separation will take place in the designated “quarantine room” if a student has symptoms. Staff will be asked to leave the building.</li> </ol>

- c. Parents will be contacted immediately (if student) and individual will be sent home.
- d. Individual will be instructed to call their health care provider and may potentially be advised to self-quarantine for 14 days per CDC's recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.htm>).
- e. Philadelphia Department of Health may be notified (800) 722-7112.
- f. CDC's guidelines will be followed on disinfecting the workspace/classroom and will be conducted by a professional team (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).
- g. Employees and students will be directed to stay out of work/school until all of the following are true:
  - 1) at least 10 days have passed since the onset of symptoms AND
  - 2) they have been fever free for 72 hours AND
  - 3) symptoms are improving.
- h. A completed Self-Certification Form will be required from staff prior to their return.
- i. If individual receives a negative COVID-19 test result and symptoms are improving, they may return to work and school.

If at any time MACS becomes aware that a staff or student may have been exposed to someone who has tested positive for Covid-19, they will be asked to self-quarantine or seek clearance from a healthcare professional before returning to school. Staff will be required to submit a Covid-19 Employee



Self-Certification form prior to their return. If someone in the school tests positive for Covid-19, MACS will hire professionals to remediate the building while students and staff will work remotely until the building is ready and the quarantine phase is over. Individuals that are not able to be physically present in school due to sickness or possible sickness, will receive full remote instruction until they are cleared for return. Families and staff will be immediately notified via letter when there is a confirmed COVID-19 case or when significant changes are made to our Health and Safety Plan. MACS will collaborate with the Department of Public Health on the procedures mentioned above.

A room at each school building has been identified and designated as a quarantine room where students who display symptoms will wait for pickup. Staff will be asked to leave the building immediately and seek medical attention if they show signs or symptoms outlined by the CDC. The quarantine room will be a separate location and will not be within the nurse's office. Both quarantine locations allow quick access for pickup in a low traffic area within the buildings. MACS administration and the school nurse, in collaboration with local health agencies, will determine quarantine and isolation requirements for each possible case.

MACS has conducted surveys with both staff and families regarding their feelings, concerns, and considered all feedback within our reopening plan. If at any time an individual does not feel comfortable, or is temporarily not able to return, MACS will make reasonable effort to support and accommodate those individuals. Students can easily

transition back into complete remote instruction if necessary. MACS administration will work closely with staff members that are at higher risk of severe illness to reasonably accommodate their transition back to work.

All staff members will be trained on monitoring student and staff health prior to any face-to-face interactions with our students. MACS administration and nursing staff will oversee the implementation of protocols and training for matters regarding student and staff health.

## 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> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p>Face coverings will be required for all visitors that have to enter the building. As noted in our social distancing protocol, steps have been taken to minimize the amount of visitors that will actually enter our buildings. Staff and students will also be required to wear face coverings. Face coverings will still be required until MACS administration deems they are not necessary and they are no longer recommended by the CDC, DOH, and other local agencies. MACS currently has a variety of face coverings that will be available to both students and staff. Face coverings are available in a child's size for our students in grades 1-5. Larger size face coverings are available for students in grades 6-12. We also have specially designed cloth masks for exercising, athletics, and physical education. Child size face shields are available for children that receive speech services, have asthma (or other breathing conditions), fall into the category of high risk, or find it difficult to wear a face mask. Larger sized face shields are available for staff and students as well. Remote learning will be arranged for staff and students that are at higher risks for severe illness and are required to stay at home. MACS will be flexible and considerate regarding attendance policies for students, staff, and vulnerable populations such as homeless students, migrant students, and English Learners.</p> <p>The school is contracted with Educators on Call for substitute services when internal coverage is not available. MACS has also hired a building substitute at both locations.</p>

MACS hired an additional counselor for the 2020-2021 school year to provide more intensive counseling services for students struggling as a result of COVID-19. Counselors will set up Google Classrooms for each grade. They will use our Google Platform to provide grade-specific updates and resources to our students and their families. Counselors will also use this platform to create communication amongst peers. Counselors will meet with groups of students for initial group counseling and will support the processing of events caused by COVID-19. They will administer a mental health assessment during the first week of school and will utilize Google Forms to assess student needs (trauma, fears, interest in individual/group counseling). Additionally, counselors will offer a digital mental health wellness course through EverFi. The course will introduce students to mental wellness - concepts like coping strategies, stigma, emotional health, and how to find help for themselves or others. MACS counselors will continue to use the digital booking site that was implemented on our webpage when we transitioned to remote education in March. Counselors will visit classrooms during the first week of school to provide a tutorial on accessing appointment scheduling.

An instructional framework and a set of expectations for both teachers and students has been established and will be communicated to all stakeholders. Within the A/B schedule, on day one the teachers will provide in-class direct instruction. The teachers will introduce new concepts, check for understanding, respond to questions, and set remote learning goals and expectations for day two. On day two, the students will work remotely on assignments, projects, and school work.

Students will work individually online, in their notebooks, workbooks, and Chromebooks. The students will continue to use Google Classroom, Study Island, Khan Academy, Edgenuity, Lexia, or teacher study packets. Students will prepare work-related questions for the teacher to answer when they return the following day. Teachers will use on-line assessments (quizzes, short answer responses, other checks for understanding) to determine what supports or interventions are needed. Extended day academic enrichment classes and extra-curricular activities will be offered. All students will be assigned to a mentor teacher to track, motivate, connect, and guide.