



CHINATOWN
LEARNING CENTER
華埠幼稚園

**Phased School Reopening
Health and Safety Plan**

July 2020

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

Health and Safety Plan: Chinatown Learning Center

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

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

Based on Philadelphia County's current designation (i.e., red, yellow, green) and the best interests of our local community, Chinatown Learning Center has selected to do a total reopen for all students and staff. This Plan is documentation of our phased planning to bring back students and staff, how we will communicate the type of reopening with stakeholders in our community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

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

Type of Reopening

Chinatown Learning Center has chosen to have a total reopen for all students and staff on July 1st, 2020 while have social-distancing in place. Prior to reopening, we first brought back our Administrative Staff to the office followed by the Teachers to set up their classrooms and the school. Then, our students will return to the facility for in-person learning.

While our center was closed, the Director hosted virtual weekly Administrative Meetings and weekly Staff Meetings to discuss and plan our reopening.

We will have a physical copy of our Reopening Health and Safety Plan available in our office as well as post it on our website, www.chinatownlearningcenter.com. We will also email a copy to all staff and families.

We will follow the guidance from Philadelphia's Department of Public Health. If a child or staff member begins to show any symptoms of COVID-19 or COVID-like illness, they will first be isolated in a separate room under the supervision of an office staff member. We will inform the child's parents of the symptoms and wait for them to pick them up; if it's a staff member, they will be sent home. If the afflicted person tests positive for COVID-19, we will close their classroom and have anyone in contact with them quarantine themselves at home for 14 days. If the afflicted person only has COVID-like illness, they can return to school after 10 days of staying at home with improving symptoms AND 3 days without a fever or without taking medication to control their symptoms.

Pandemic Coordinator/Team

The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of our local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year.

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

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Carol Wong	Director	Pandemic Coordinator, Both
Hanna Ung	Administrators	Both
Chingyi Chan	Administrators	Both
Zhi-shui (Shay) Hsu	Support Staff	Both
Dinh Lam	Support Staff	Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

Following the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools, the Pandemic Coordinator and Pandemic Team of Chinatown Learning Center have created these new policies and procedures to implement at our center for a safe and healthy reopening. We have also used guidance from the OCDEL, PA Department of Health, Philadelphia Department of Health, and the CDC.

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

Cleaning, Sanitizing, Disinfecting, and Ventilation

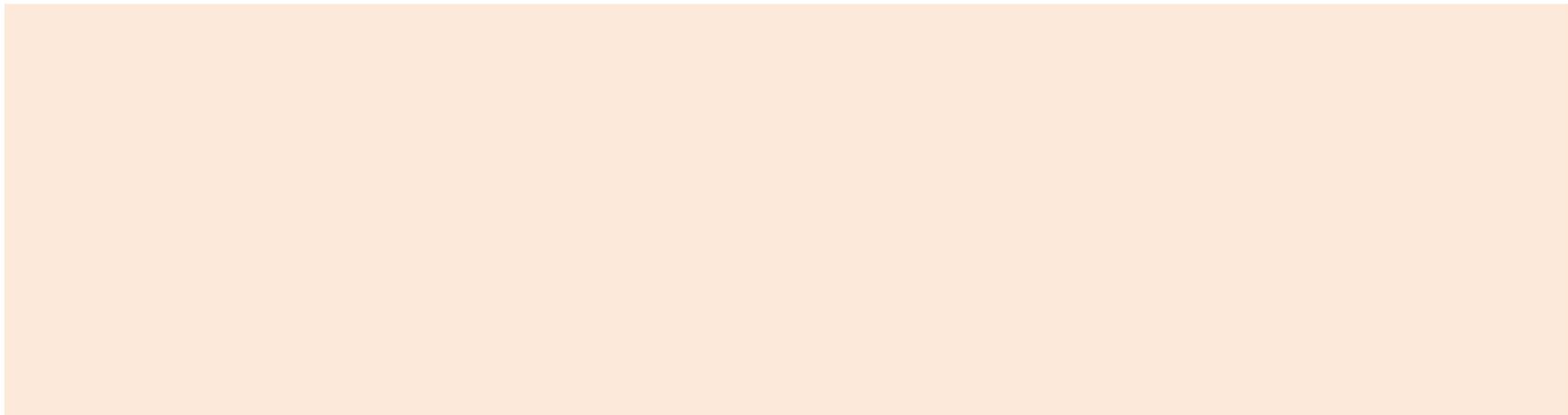
Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	* Staff will follow Chinatown Learning Center's Routine Cleaning Schedule as shown in Appendix A	Same procedures as Actions Steps under Yellow Phase	* Mrs. Liu: Custodian/Cook * Classroom Teachers	EPA-approved cleaning supplies	No

Social Distancing and Other Safety Protocols

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)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	* Classroom tables have been spread out to maintain maximum distance * Number of students sitting at each table is limited * Students will stand on blue tape on the floor while waiting in line to wash hands * Shelves in classroom have been repositioned to create barriers between activity centers	Same procedures as Action Steps under Yellow Phase	Classroom teachers		No

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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	* Students eat meals in their classrooms while social distancing	Same procedures as Action Steps under Yellow Phase	* Mrs. Liu: Custodian/Cook * Classroom teachers		No
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	* Students and staff use hand sanitizer during screening on 1 st floor then wash hands upon arrival inside the center * Students and staff will wash hands frequently throughout the day	Same procedures as Action Steps under Yellow Phase	All staff	EPA-approved cleaning products	No
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	* Signs will be posted on 1 st floor entrance of building, 3 rd floor entrance of center, and throughout classrooms, hallways, office, kitchen and restrooms	Same procedures as Action Steps under Yellow Phase	Hanna, Shay, Dinh: Administrative Staff, Pandemic Team Members	City of Philadelphia and CDC posters	No
* Identifying and restricting non-essential visitors and volunteers	* Parents will only drop off and pick up children at the entrance of the 1 st floor * No program tours will be given * There will be no volunteers * All deliveries will be dropped off on the 1 st floor	Same procedures as Action Steps under Yellow Phase	Hanna, Shay, Dinh: Administrative Staff, Pandemic Team Members	N/A	No

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	N/A	N/A	N/A	N/A	N/A
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> * Children will each have their own set of learning materials and toys in a box/bag labeled with their name * If they switch toys, teachers will clean, sanitize, rinse, and air-dry toys before giving them to another child * Staff will clean, sanitize, rinse, and air-dry all toys at the end of every day 	Same procedures as Action Steps under Yellow Phase	Classroom teachers	EPA-approved cleaning products, CDC guidance on cleaning and sanitizing toys	No



Monitoring 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)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> * Students and staff will get screened each morning at the 1st floor entrance (temperature, questions). They will not be admitted to the facility if they answer yes to any of our questions or have a temperature higher than 100.4° F. * Students will have temperature taken in the middle and at the end of every day as well 	Same procedures as Action Steps under Yellow Phase	Hanna, Shay, Dinh: Administrative Staff, Pandemic Team Members	No-contact thermometer	No
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> * Staff or children with symptoms will be placed in isolation room located next to office (Staff Lounge); if child, they would be supervised by office staff member * Office staff will contact child's family to pick them up immediately * Sick staff members will sent home * Teacher will fill out form (Appendix B) detailing child's symptoms to their family 	Same procedures as Action Steps under Yellow Phase	Hanna, Shay, Dinh: Administrative Staff, Pandemic Team Members	City of Philadelphia Resources for Child Care and Summer Camp Operators during COVID-19	No
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> * Students/staff can return to school after 10 days of staying at home with improving symptoms AND 3 days without a fever or without taking medication to control their symptoms * Students/staff diagnosed with COVID-19 can return if they have negative test results 	Same procedures as Action Steps under Yellow Phase	Hanna, Shay, Dinh: Administrative Staff, Pandemic Team Members	Philadelphia Department of Public Health	No

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)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	* Text, email, or WeChat parents notification of school closures	Same procedures as Action Steps under Yellow Phase	Chingyi Chan: Parent Engagement Manager, Pandemic Team Member	N/A	No

Other Considerations for Students and Staff

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>* Staff ages 65 or older or with serious underlying healthy conditions will talk to their healthcare provider to assess their risk and determine if they should stay home. * Administrator will talk with parents of children with underlying health conditions or disabilities about their risk and how their children can continue to receive the support they need.</p>	<p>Same procedures as Action Steps under Yellow Phase</p>	<p>Carol Wong: Director, Pandemic Coordinator Chingyi Chan: Parent Engagement Manager, Pandemic Team Member</p>	<p>CDC Guidance for Child Care Programs that Remain Open</p>	<p>No</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>* All staff are required to wear face masks and follow proper procedures for wearing and taking off masks * Face shields are available for all staff but are not always required</p>	<p>Same procedures as Action Steps under Yellow Phase</p>	<p>All staff</p>	<p>City of Philadelphia Department of Public Health</p>	<p>No</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>* Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the PA Dept. of Health Order for Universal Face Coverings unless they fit one of the exceptions included in Section 3 of the Order. Children much also follow proper procedures for wearing and taking off masks</p>	<p>Same procedures as Action Steps under Yellow Phase</p>	<p>All staff will help enforce</p>	<p>City of Philadelphia Department of Public Health Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings</p>	<p></p>

Health and Safety Plan Professional Development

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

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

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Reopening Childcare Health and Safety	Administrators	Phila. Dept. of Public Health	Webinar	N/A	06/25/2020	06/25/2020
Social Distancing in Early Care and Education: Feasible or Impossible?	Administrators	Early Learning and Knowledge Center (ECLKC)	Webinar	N/A	06/02/2020	06/02/2020
Interactions & Expressions from Behind the Mask	All staff	First Up	Webinar	N/A	06/19/2020	06/19/2020
Caring for Children in Group Settings during COVID-19	Administrators	ECLKC	Webinar	N/A	04/24/2020	04/24/2020
Understanding Trauma, Bouncing Back with Resilience	All staff	First Up	Webinar	N/A	06/15/2020	06/15/2020

Health and Safety Plan Communications

Our Parent Engagement Manager and teachers have been communicating at least weekly with parents since Chinatown Learning Center was mandated to close on March 17, 2020. We provide information and other useful resources to parents regarding Health and Safety during COVID-19 and they reach out to our Parent Engagement Manager and teachers by email, text, WeChat and phone if they have any questions.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Virtual Parent Meeting: Your Summer Plans, CDC Website, and Q&A on Returning to CLC	Parents	Chingyi Chan: Parent Engagement Manager, Pandemic Team Member	Zoom, email, text	06/16/2020	06/16/2020
Virtual Parent Meeting: Health and Safety While Going to School	Parents	Chingyi Chan: Parent Engagement Manager, Pandemic Team Member	Zoom, email, text	06/02/2020	06/02/2020
Reopening Parent Letter	Parents	Administrative Staff	Email	06/11/2020	06/11/2020
Reopening Parent Survey	Parents	Administrative Staff	Email, text, WeChat	06/03/2020	06/10/2020
July Parent Letter	Parents	Administrative Staff	Email	06/25/2020	06/25/2020

Health and Safety Plan Summary: Chinatown Learning Center

Anticipated Launch Date: July 1st, 2020

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>* Staff will follow Chinatown Learning Center's Routine Cleaning Schedule as shown in Appendix A</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>* Classroom tables have been spread out to maintain maximum distance</p> <p>* Number of students sitting at each table is limited</p> <p>* Students will stand on blue tape on the floor while waiting in line to wash hands</p> <p>* Shelves in classroom have been repositioned to create barriers between activity centers</p> <p>* Students eat meals in their classrooms while social distancing</p> <p>* Students and staff use hand sanitizer during screening on 1st floor then wash hands upon arrival inside the center</p> <p>* Students and staff will wash hands frequently throughout the day</p> <p>* Signs will be posted on 1st floor entrance of building, 3rd floor entrance of center, and throughout classrooms, hallways, office, kitchen and restrooms</p> <p>* Parents will only drop off and pick up children at the entrance of the 1st floor</p> <p>* No program tours will be given</p> <p>* There will be no volunteers</p> <p>* All deliveries will be dropped off on the 1st floor</p> <p>* Children will each have their own set of learning materials and toys in a box/bag labeled with their name</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> * If they switch toys, teachers will clean, sanitize, rinse, and air-dry toys before giving them to another child * Staff will clean, sanitize, rinse, and air-dry all toys at the end of every day

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols 	<ul style="list-style-type: none"> * Students and staff will get screened each morning at the 1st floor entrance (temperature, questions) They will not be admitted to the facility if they answer yes to any of our questions or have a temperature higher than 100.4° F. * Students will have temperature taken in the middle and at the end of every day as well * Staff or children with symptoms will be placed in isolation room located next to office (Staff Lounge); if child, they would be supervised by office staff member * Office staff will contact child's family to pick them up immediately * Sick staff members will sent home * Teacher will fill out form (Appendix B) detailing child's symptoms to their family * Students/staff can return to school after 10 days of staying at home with improving symptoms AND 3 days without a fever or without taking medication to control their symptoms * Students/staff diagnosed with COVID-19 can return if they have

Requirement(s)	Strategies, Policies and Procedures
	negative test results * Text, email, or WeChat parents notification of school closures

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff 	<ul style="list-style-type: none"> * Staff ages 65 or older or with serious underlying healthy conditions will talk to their healthcare provider to assess their risk and determine if they should stay home. * Administrator will talk with parents of children with underlying health conditions or disabilities about their risk and how their children can continue to receive the support they need. * All staff are required to wear face masks and follow proper procedures for wearing and taking off masks * Face shields are available for all staff but are not always required * Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the PA Dept. of Health Order for Universal Face Coverings unless they fit one of the exceptions included in Section 3 of the Order. Children much also follow proper procedures for wearing and taking off masks

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Chinatown Learning Center reviewed and approved the Phased School Reopening Health and Safety Plan on **July 15th, 2020**.

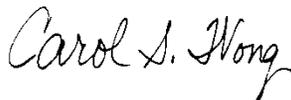
The plan was approved by a vote of:

 1 Yes

 0 No

Affirmed on: **July 15th, 2020**

By:



(Signature of Board President)*

Carol S. Wong

(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.

**Appendix A**

Areas	Before each use	After each use	Daily (at beginning and end of each day)	Weekly	Monthly	Comments
Food preparation surfaces	Clean, sanitize	Clean, sanitize				
Eating utensils & dishes		Clean, sanitize				Children use single-use utensils.
Tables	Clean, sanitize	Clean, sanitize	Clean, disinfect			
Countertops		Clean	Clean, sanitize			
Oven			Clean, sanitize (end of day)			
Microwaves		Clean, sanitize	Clean, disinfect			
Mixed use tables (classroom)	Clean, sanitize	Clean, sanitize				Between activities, before/after serving food
Refrigerators				Clean, sanitize		Conference room fridge cleaned daily.
Door & cabinet handles			Clean, disinfect			
Floors			Clean (at end of day)			Sweep or vacuum, then damp mop/steamer
Play activity center			Clean, disinfect			Clean, sanitize & rinse toys between uses by different children.
Drinking fountains			Clean, disinfect			Only bottle-fill part of fountains will be in use (mouth part will be covered).
Computer keyboards		Clean, sanitize	Clean, disinfect			Use sanitizing wipes or spray sanitizer on paper towel
Phone receivers		Clean, sanitize	Clean, disinfect			
Handwashing sinks & faucets	Clean, sanitize before eating		Clean, disinfect			
Toilets			Clean, disinfect			Clean, sanitize after lunch & as necessary
Sleeping mats		Clean, disinfect				Mats labeled for each child.



CHINATOWN LEARNING CENTER

Appendix B

Child Symptom Notes

Date: _____

Dear parent/caregiver,

Your child, _____, has had the following symptoms that could indicate COVID-19 (please check all that apply).

- Cough
- Fever
- Chills
- Headache
- Sore throat
- Muscle pain
- New loss of taste or smell

To ensure the health and safety of all children and staff, your child will not be permitted back to the facility until:

1. Initial COVID-19 testing is negative and individual meets the school's normal criteria for return after an illness **OR**
2. A clinician has evaluated the child and documented an alternative diagnosis **OR**
3. All of the following are true: 1) at least 10 days since the onset of symptoms AND 2) until fever free off anti-fever medications for 3 days AND 3) symptoms are improving.

If your child is diagnosed with COVID-19, he/she should remain home until all of the following are true:

1. It has been at least 10 days since your child first had symptoms **AND**
2. Your child has been fever-free off anti-fever medications (ex: Tylenol, Ibuprofen) for 3 days **AND**
3. Your child's symptoms are improving

If your child was positive for COVID-19, he/she does NOT need a repeat COVID test or a doctor's note in order to return to the facility.

Sincerely,

Carol Wong, Director

