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6525 Germantown Avenue  
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## 2020-21 Reopening Plan

### Plan Development

During the months of May, June, and July, Project Learn School's returning Staff has spent countless hours reading the CDC guidelines, researching ever changing Pennsylvania guidance to schools, and determining what changes we'd need to make to our building, processes and organization to be able to keep everyone safe and healthy. We began the process looking at three educational models- full time in-person learning, a hybrid model, and a remote option. Our Staff accepted a few clear understandings:

1. Coronavirus is a fast-moving target and new information is available daily. Whatever plans we make have to be flexible, and our community needs to be prepare for things to change quickly, especially if cases in Philadelphia spike or Governor Wolf calls for another quarantine. We will need to continue to monitor developments on a daily basis.
2. We are a co-operative school community. Our goal is to be together, in-person as much as possible, while being safe. We will need to reorganize our learning spaces, both indoor and outdoor, and rethink approach to supplies to guarantee safety.
3. Sanitation and cleaning has to be a top priority. We will need to pause our system of community cleaning this year, hire professional cleaners for weekly cleanings and create a schedule for teachers to sanitize high touch areas each day.

After conducting initial research, our Staff determined that full time in person learning would not be the safest approach to reenter school. It would not allow us to follow CDC health and safety guidelines and the PA guidance for schools. We need to minimize the number of people in the building at a time, allow for smooth travel through the building without groups crossing, and guarantee social distancing. After Staff deliberation and community input, Project Learn School will begin the school year in a model that we are calling Hybrid Plus. It is a hybrid model that includes the option for all virtual learning for those who need it. Please be aware that PLS will move to remote learning, if dictated by increased cases in Philadelphia, a move to the Yellow Stage in Philadelphia or a quarantine order by Governor Wolf.

We will approach this unprecedented reality with creativity and care, and we look forward to meeting these challenges together.

## Safety When We Are In-Person

Any time that our community comes together in-person, we will need to take special precautions to mitigate risk. Below are the actions that will be taken by the Project Learn School Community. These precautions will be in place when in the building, on the school bus, on field trips, and during Forest School.

### Hygiene

The CDC and infectious disease professionals have shared that healthy hygiene practices are the first line of defense to protect against COVID-19. Everyone in our school building, on field trips, attending Forest School, and on the school bus will be required to:

- Wear a face handmade or store-bought mask that covers the mouth and nose at all times. PLS will have disposable masks for emergency purposes.
- Wear a face shield in times when additional protection is needed and in situations where a no mask medical exemption has been granted. If your family needs a medical exemption about mask wearing, you must submit a letter from your primary care physician that includes a diagnosis, reasons for the exemptions, and contact information for the doctor.
- Exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and when using the restroom.
- Use soap and water to wash all surfaces of their hands for at least 20 seconds.
- Use an alcohol-based hand sanitizer with at least 60% alcohol if hand washing is not feasible. Hand sanitizer will be provided in all buildings.
- Avoid touching eyes, nose or mouth.
- Practice good respiratory etiquette, including covering coughs and sneezes with a tissue or elbow.

Additionally, students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19. Those who become sick at school or work will be sent home immediately. In the case of students, families must make immediate arrangements to have their child picked up from school.

### Social Distancing

Students will travel in a **cohort model**, whenever feasible. Groups will be no larger than 12 students. Each cohort *stay together all day*. They will *remain in the same classroom* and teachers will travel to them unless students are attending classes in an outdoor classroom space. Each cohort will be assigned a bathroom to be used only by members of their group. Cohorts will not mix with other students to the extent possible. Break and yard times will also be divided by cohort.

Allowing six feet of **physical distance** between people lowers the risk of transmission so our community will adhere to the following procedures:

- Everyone must follow visual cues from signage, floor decals and colored tape to maintain at least six feet of social distance to the extent possible
- Clear physical barriers will be installed in the front office because it is where face-to-face interaction with the public occurs.
- Layouts for desks (including teacher desks), tables, and chairs will maintain six feet of social distancing.

- All meetings will be virtual whenever possible.
- Plexiglass barriers will be installed in collaboration labs to allow students to work on projects in pairs at large tables.
- All desks will face in the same direction.
- Only Staff, students, and essential visitors will be allowed in the building. All Staff, students, and essential visitors entering the building will need to have their temperature checked and answer a health survey daily.

### **Daily Health Screenings**

All **employees** must complete daily self-reporting by completing a Staff Daily Screening Form to verify if they are symptom-free and have not had recent exposure to someone with COVID-19. We hope to advance to the point of having an online version of the form but will start with paper copies. All employees are required to report if they test positive for COVID-19, develop symptoms consistent therewith, or are self-isolating due to suspected or known exposure to COVID-19. Employee temperatures will be taken upon entry daily.

All **families** must conduct a daily screening of their children at home before their children leave for school. This will involve taking temperatures and monitoring for COVID-19 symptoms and recent exposure to someone diagnosed with COVID-19. If any statements on the Student Daily Screening checklist are true, the family must keep the student at home and contact the student's healthcare provider. Student temperatures will also be taken daily upon arrival at school. At the start of the school year, families will be required to sign the Keeping Our Community Safe During COVID-19 Health & Safety Agreement. The Agreement describes each family's commitment to keeping their children home when sick and to seeking appropriate medical care.

Project Learn School Staff monitor guidance from the Philadelphia Department of Public Health (PDPH) around travel restrictions and quarantine requirements. Our health screening practices will be revised as necessary and families will be immediately notified of changes.

### **Response to A Symptomatic Student or Employee**

If a person becomes symptomatic while we are together at school, on a field trip, or at Forest School, PLS will follow the protocol laid out in our Confirmed or Presumed Positive Protocol, which includes the expectations around medical evaluation, potential isolation, follow-up and return to school.

### **COVID-19 Testing**

The CDC and PDPH do not recommend testing of students and staff before the beginning of in-person school, so PLS is not currently planning to offer or require COVID-19 testing of students and employees prior to school opening. PDPH recommends testing in the presence of symptoms, and/or when an individual has been exposed to someone with COVID-19. PLS will not be providing any Covid-19 testing and recommends that community members consult with their health care providers concerning further details on testing. If a community member does not have a healthcare provider, visit the [City's map of testing sites](#) to find a location that will not require an order from a healthcare provider.

### **Contact Tracing**

Health departments are using contact tracing to prevent the further spread of infectious diseases, like COVID-19. It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission. PDPH is implementing a contact tracing program to help mitigate the spread of COVID-19 in Philadelphia. When notified of a staff member, student or approved visitor with a confirmed case of COVID-19,

PLS will coordinate with PDPH on COVID-19 reporting and response efforts.

### **Response to Positive COVID-19 Test**

If an individual in a school or office is confirmed, suspects, or has been in contact with someone confirmed to have COVID-19, PLS will follow the PA regulations for communicable diseases. Our School Nurse or Community Coordinator, in her absence, will notify Philadelphia Department of Public Health (PDPH) and receive direction on next steps that could include, and are not limited to, whether to quarantine the class or school; providing necessary information for PDPH to conduct contact tracing; and when individuals can resume school or work. Additionally, consistent with both notification requirements for other communicable diseases and legal confidentiality PLS will follow PDPH regulations for exposure to a communicable disease.

In the event that a student or group needs to quarantine, asymptomatic students will attend school remotely and their attendance will be marked as though they were attending face-to-face each day.

### **Return to Work and School**

The guidelines for return to work and school can be found in the Confirmed or Presumed Positive Protocol.

### **Classroom, School or Building**

Closure Guidance regarding the closure or dismissal of the school or specific group due to COVID19 will be provided by PDPH. The decision to close or dismiss students and/or staff from school does not rest with Project Learn School. PLS's School Nurse and Community Coordinator, in her absence, PDPH will work closely PDPH to determine that best approach to circumstances as they arise. Decisions about closures will be made thoughtfully, using science and guidance from our public health and government officials, carefully, and keeping the health, safety and needs of our community as the top priority. As a situation evolves and decisions are made, community members will be notified immediately.

### **Cleaning and Facility Enhancements**

For the 2020-21 school year, Project Learn School will be abandoning its co-op cleaning model to be in accordance with best practices from PDPH, Pennsylvania Department of Education, and the Centers for Disease Control and Prevention. As we work to prepare for re-opening, we will continue to monitor and implement any new best practices. Instead of families providing the weekly cleaning, PLS will be hiring a cleaning company to conduct weekly deep cleaning and disinfecting. PLS is acquiring air purifiers and fans to improve ventilation and air quality in the building. Lastly, PLS is creating at least one outdoor classroom to allow for open air instruction.

- PLS used funding from the NON-Public Schools Health and Safety Grant from the State of Pennsylvania to purchase individual student desk to allow for social distancing in the building and EPA registered COVID-19 virucide and disinfecting supplies to support increased cleaning protocols.
- Hand Sanitizer Stations with at least a 60% alcohol-based sanitizer will be mounted and maintained outside of entrances/exits and bathrooms. Low and no touch soap dispensers will be in each bathroom. Classrooms will also be provided with hand sanitizer and cleaning supplies.
- Identified 'high touch points,' including bathrooms, will be disinfected at least 3 times a day.

- At the end of each day or between classes, if using our outdoor classroom spaces, teachers will sanitizer the desks, chairs, and high touch areas in their group/cohort's classroom space and assigned bathroom(s).
- PLS Staff will sanitize the banister and common area doorknobs at least three times a day- after morning break, lunch yard, and dismissal.
- To increase ventilation, we will be keeping all windows open, weather permitting, for increased outdoor air flow and increasing circulation of air by adding portable fans and air purifiers.

## Academic Program:

# Project Learn School

# Hybrid Plus Learning Plan

## Summary:

1. Selecting All Remote Learning
2. Schedule: M/T and Th/Fr, W- Forest School
3. Cleaning, Sanitizing, Disinfecting and Ventilation
4. Social Distancing and Other Safety Protocols
5. Monitoring Student and Staff Health
6. Other Considerations for Students and Staff
7. Materials
8. Curriculum: Building/Remote

## Selecting All Remote Learning:

The hybrid plan will have a remote-only option. Two staff members will be dedicated to facilitating remote learning on days that are in person for each group. For example, on the days when Jade and Alex's Group is learning in the building, students participating in the remote-only option will be learning online with a dedicated staff member. The dedicated staff member will be in close communication with Jade and Alex, so that students learning remotely and students learning in person will stay connected and in sync.

Forest School will continue to be on Wednesdays with learning taking place outdoors all day. Please refer to the Handbook for more detailed information about Forest School.

During this time of transition, we will work to ensure that regardless of the method or location of teaching and learning, we remain committed to our core values of progressive education, cooperation and community.

## Schedule: Consecutive Days

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
K-5 in bldg 6-8 remote	K-5 in bldg 6-8 remote	Forest School	6-8 in bldg K-5 remote	6-8 in bldg K-5 remote

## Forest School:

Forest School is an integral part of the Project School experience; therefore, it will be a component of both hybrid and remote learning options as long as conditions permit within state guidelines. As mentioned in the parent handbook, Forest School takes place in all weather conditions. It is essential children come to school with suitable clothing for weather. If there are watches and warnings issued by the weather service, or temperatures under zero degrees Fahrenheit Forest School will be canceled for the day and students will not report to school.

### **Arrival:**

As students enter, a staff member will take their temperature and collect a health screen form. Jr. High students will be directed to the long yard. Amy's group will be directed to the concrete apron directly outside the classroom. Alex and Jade's group will be directed to their rooms upstairs.

All students will arrive at school with their lunches only, so that there is no need for them to put their belongings in their classrooms. Group teachers will fill water bottles to add to students' lunches in the drawstring bags. Any other materials will already be in the bags, as needed.

Alex and Jade's group will use their upstairs bathroom and collect their pre-packed Forest school drawstring bags. These will contain their lunch, water bottle and any materials needed for the day, to be determined by group teachers. When the group is ready, they will exit the building to their forest school destination.

Amy's group will use the bathroom next to the kitchen while Alex and Jade's group is upstairs. When all are ready, they will collect their pre-packed Forest school bags and add their lunches. After Alex and Jade's group has left the building, Amy's group will leave for their forest school destination.

The Jr.High will use the art room bathroom after Amy's group has finished in the kitchen bathroom. Amy's group will trade places with them in the long yard until all are finished. When Amy's group has left the building, the Jr. High will leave for their forest school destination, with their pre-packed drawstring bags that include lunch, water bottles, and any materials needed for the day.

### **Return to PLS from Forest School destinations and dismissal**

Alex and Jade's group will return at 12:45 and will go straight to their rooms to use bathrooms. They will be dismissed from their rooms as parents wait outside for them.

Amy's group will return at 1:00 and will use the bathroom next to the kitchen then go to the long yard. Dismissal will be from the long yard.

Jr. High will return at 1:15 and will use the bathroom in the art room. They will then go to outdoor classroom space and be dismissed from there as parents arrive, or as they walk home.

Bus students will gather on the concrete apron and be dismissed by the Community Coordinator.

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

Before school opens, staff and co-op members will deep clean, sanitize, and prepare the building for the school year while adhering to social distancing and safety protocols. Cleaning supplies have been ordered through a grant. Project Learn School is in the process of hiring a company to perform weekly cleaning of the building.

Staff members will clean, sanitize, and disinfect their own areas of instruction daily. Schedule should include first thing in the morning and at the end of the instructional day. High touch areas to clean include light switches, tables, desks, stools, water fountains, and bathrooms.

Throughout the day, desks and tables will be wiped down by either students or staff, depending on age of students and the type of activities engaged in, as needed.

Each instructional area will have windows open for ventilation, weather permitting. Ceiling fans will be kept on in rooms that have them. Air purifiers will be used in all instructional areas. Grant money may be used to purchase these, if possible.

## Social Distancing and Other Safety Protocols:

Each group will remain with the group teacher(s) all day, except for specials, such as music, art, and Spanish. The students will be at desks during their time in the school building. Students will still participate in modified break and yard times throughout the day. Outdoor space be used as much as possible to allow for breaks from desks. In response to what we know about virus transmission, staff has made a decision to remove all soft surfaces, (pillows, couches, rugs) from the instructional spaces in the building.

During lunch and snack, the following guidelines apply:

1. Students and staff will eat lunch at their desks
2. Students will bring food that doesn't need to be heated up. There will be no usage of the microwave.
3. The kitchen will not be used for communal cooking. It may be used for science projects.
4. Whenever possible, groups may eat lunch and/or snack outside. Students and staff will still follow social distancing guidelines and will remove masks only for eating or drinking.
5. Students will not use the water fountain. Each student will bring and use a refillable water bottle. The refillable part of the water fountain may be used to refill water bottles.

Jr. High will be with their teachers in Rae's old room or the music room. These rooms will have desks spaced 6 feet apart and facing in one direction. Each student will have storage space in their desk and a locker. They will also carry all of their own materials with them: pencils, pens, erasers, notebooks, clipboards, folders, books, and any other materials necessary for each lesson. Materials may also include small whiteboards with dry erase markers. For cooperative learning, the library will be equipped with tables with plexiglass dividers to allow students to collaborate. Masks will be worn at all times, with designated breaks for snacks, lunch, and time outside.

Amy's Group will be with Amy in her room. This room will have desks spaced 6 feet apart and facing in one direction. Each student will have storage space in their desk and a cubby. They will also carry all of their own materials with them: pencils, pens, erasers, notebooks, clipboards, folders, books, and any other materials necessary for each lesson. Materials may also include small whiteboards with dry erase markers.

For cooperative learning, the room across the hallway will be equipped with tables with plexiglass dividers to allow students to collaborate. Masks will be worn at all times, with designated breaks for snacks, lunch, and time outside.

Alex and Jades' Group will be with Alex and Jade in the Brick Room and the Yellow Room. These rooms will have desks spaced 6 feet apart and facing in one direction. Each student will have storage space in their desk and a cubby. They will also carry all of their own materials with them: pencils, pens, erasers, crayons, glue sticks, scissors, notebooks, clipboards, folders, books, and any other materials necessary for each lesson. Materials may also include small whiteboards with dry erase markers.

For cooperative learning, the collaboration labs will be equipped with tables with plexiglass dividers to allow students to collaborate. Masks will be worn at all times, with designated breaks for snacks, lunch, and time outside.

Outside space will be used when available. Project Learn is in the process of creating two outdoor classroom spaces for this school year. We are also the process of exploring other outdoor learning spaces in the surrounding community.

Social distancing must be observed during arrival and dismissal times. Two staff members should be designated each day to supervise arrival and dismissal times to ensure social distancing. Students may be in the long yard, following social distancing requirements. Masks should be worn at all times. Face masks should also be worn outside.

Signs should be posted to display information about everyday measures taken to promote social distancing, including tape on floors and other visual aids.

## Monitoring Student and Staff Health:

Families should complete a daily screening form at home (see attachment). When students arrive at school, they should bring this form to school, to be collected by staff members supervising arrival. A staff member will also be designated to take each child's temperature as they arrive. The temperatures will be recorded in a daily log.

Staff will be responsible for their own screening.

If any staff member or student is feeling sick, they should stay home until they are feeling better, or until a doctor clears them for return.

Anyone testing for COVID-19 should communicate results to school as soon as possible. Staff will be responsible for communicating with families and the county regarding possible exposure to the virus. This should happen as soon as an individual reports symptoms to the school, either while at school or from home.

If a student is feeling sick and has symptoms of COVID-19, they will immediately go to the front office and a parent or guardian will be called by the community coordinator. Parents/guardians are responsible for picking up their child as soon as possible.

## Materials

Air purifiers

Fans

Masks

Face shields (We are in the process of ordering one for each staff member and student.)

Plexiglass dividers

Hand sanitizer

Water bottles (each student has their own)

School supplies--each student has their own--no sharing of materials. Group teachers make their own lists of materials students should have. Some group teachers may supply things such as journals for Forest School, or other notebooks or folders.

Materials for special subjects: Art, Music, Spanish

Cleaning supplies

Strong Substitute Teacher List

## Curriculum: In Person/Remote:

As usual, each group teacher will be responsible for their curriculum remotely and in the building. We will begin the year focusing our attention on relationship and group building. During our in-person meetings, teachers will prioritize learning that is social-emotional and topics and subjects that are best taught face-to-face. PLS staff will help connect families with resources that ensure each student is able to meaningfully engage with remote instruction. Group teachers will be sharing resources for online learning in order to provide experiences that engage students and promote the ideals of Project Learn. We realize cooperative learning is more difficult remotely, but we are committed to being flexible, creative and resourceful so that our students have a rewarding educational experience this year.

# Project Learn School

## Remote Learning Plan

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### Summary

1. User Platform for Instruction
2. Curriculum Needs
3. Material Needs
4. Time Allotment
5. Sample Schedule

### User Platforms for Instruction and Learning

#### Google Suite of Tools

Google's suite of tools (Google Classroom, Google Calendar, Gmail, etc..) seems like the most comprehensive set of tools available. Continuity of user platforms between grade levels will aid families with students in different grades to all integrate their remote learning efforts most effectively.

#### Khan Academy

Khan Academy has developed a set of tools teachers can use to share Khan Academy's many videos providing direct instruction, assigning specific things to students, and tracking their progress. These tools can sync with Google Classroom, so families can still primarily engage in one user platform.

#### Zoom

Zoom will remain our primary platform for virtual meetings with students, families, and staff.

#### Procedure

1. Each student will set up a google account to use to submit assignments, etc.
2. Set up a weekly schedule on google calendar. This includes meetings, weekly assignments for all subject areas, and updates information for projects on which each cohort should be working.
3. Direct Instruction for discrete skills and competencies (math, phonics, etc.) can be done in video lessons or with recordings.
4. Guided practice sessions will be set up to provide students with space where they are accountable to their instructor for engaging with the skills concepts presented and working on them.

5. Documentation of learning will be submitted by responding to assignments and projects via Google Classroom. This documentation can take the form of written response, audio/visual response, or a combination of mixed media depending upon the needs of the specific context.
6. Time will be built into the weekly schedule to perform kinesthetic learning and physical activity on platforms such as Gonoodle or other similar platforms we encounter in further research.
7. We will also work to develop virtual social interactions in which the students can engage with one another in unstructured play and socialization (minecraft for education, virtual lunch hour, etc.)

## Curricular Needs

1. Each teacher will be responsible for documenting the conceptual knowledge and skills they share with their students during the course of a normal school year. Once these lists are generated the educational team will look for ways these curricular goals can be met through remote participation both synchronous and asynchronous. Connects between the levels wherein greater collaboration can take place and begin setting intentions as to how these various needs will be met via remote instruction.
2. Once a comprehensive set of curricular goals is set by the educational team, we will look for partnerships with different organizations within the greater Philadelphia area community to connect our curriculum to real world activities and find ways to facilitate activities outside of the remote setting to practice skills, meaningfully contribute to improving the community, and addressing critical issues. For example, historic houses in Germantown, Awbury Arboretum's agricultural projects and groups.
3. As much as possible, assignments will be framed through participation in real world projects connected to gaining greater understanding qualities, patterns, and complexities of the specific place we inhabit. (i.e. the greater Philadelphia region).
4. Forest School will remain a component of the remote learning experience. We will try and integrate aspects of our nature awareness and exploration processes in Forest School as a part of our general routine for learning at home, and when we collect specimens from forest school sites, we will take time to examine and work with these materials in our remote science curriculum.

## Resource Needs

1. Instructional Materials:
  - a. Computers, tablets, or other electronic devices that support asynchronous learning
  - b. Math manipulatives
  - c. Books
  - d. Scientific tools
  - e. Art supplies
  - f. Instruments
2. Time will be dedicated in the coming months to organizing the resources we have available within the building and creating a sort of community resource library for families.
3. We will need substitutes to handle instructional support in case any member of staff falls ill. Staff should be mindful of having instructional material ready to hand off to a substitute in remote format.

## Forest School

Forest School is an integral part of the Project School experience; therefore, it will be a component of both hybrid and remote learning options as long as conditions permit within state guidelines. As mentioned in the parent handbook, Forest School takes place in all weather conditions. It is essential that children come to school with suitable clothing for weather. If there are weather watches or warnings issued by the weather service, or temperatures under zero degrees Fahrenheit, Forest School will be canceled for the day and students will not report to school.

### Arrival:

As students enter, a staff member will take their temperature and collect a health screen form. Jr. High students will be directed to the long yard. Amy's group will be directed to the concrete apron directly outside the classroom. Alex and Jade's group will be directed to their rooms upstairs.

All students will arrive at school with their lunches only, so that there is no need for them to put their belongings in their classrooms. Group teachers will fill water bottles to add to students' lunches in the drawstring bags. Any other materials will already be in the bags, as needed.

Alex and Jade's group will use their upstairs bathroom and collect their pre-packed Forest school drawstring bags. These will contain their lunch, water bottle and any materials needed for the day, tbd by group teachers. When the group is ready, they will exit the building to their forest school destination.

Amy's group will use the bathroom next to the kitchen while Alex and Jade's group is upstairs. When all are ready, they will collect their pre-packed Forest school bags and add their lunches. After Alex and Jade's group has left the building, Amy's group will leave for their forest school destination.

The Jr.High will use the art room bathroom after Amy's group has finished in the kitchen bathroom. Amy's group will trade places with them in the long yard until all are finished. When Amy's group has left the building, the Jr. High will leave for their forest school destination, with their pre-packed drawstring bags that include lunch, water bottles, and any materials needed for the day.

All groups return to PLS from Forest School destinations and dismissal.

Alex and Jade's group will return at 12:45 and will go straight to their rooms to use bathrooms. They will be dismissed from their rooms as parents wait outside for them.

Amy's group will return at 1:00 and will use the bathroom next to the kitchen then go to the long yard. Dismissal will be from the long yard.

Jr. High will return at 1:15 and will use the bathroom in the art room. They will then go to outdoor classroom space and be dismissed from there as parents arrive, or as they walk home.

Bus students will gather on the concrete apron and be dismissed by the Community Coordinator.

## Sample Schedule (Jade and Alex's Group)

9:00 AM Morning Meeting (Synchronous)

10:00 AM Asynchronous practice on Weekly Assignments

11:00 AM Daily Skills Guided Practice (2 math a week- 2 reading a week synchronous)

12:00 PM Virtual Lunch Hour

1:00 PM Specials and Project Work Time

2:00 PM Kinesthetic Learning (Synchronous)

3:00 PM Office hours for individualized support.

## Sample Schedule (Amy's Group)

Amy's Group classes will range in length from 30-45 minutes. Each day will begin with morning meeting and will include a Read Aloud after lunch. Times that include asynchronous learning may begin with an assignment to be completed offline. Amy will be available during those offline times for individualized support.

9:00-9:30 AM Morning Meeting (synchronous)

9:30-10:15 AM Reader's Workshop (mixed or asynchronous--Amy will give assignments then be available for individualized support)

10:15-11:00 AM Math Workshop (synchronous)

11:15-12:00 PM Electives (synchronous)

12:00-1:00 Virtual Lunch Hour

1:00-1:30 Read Aloud (synchronous)

1:30-1:45 Active Break (synchronous)

1:45-2:15 PM Writer's Workshop (asynchronous--Amy will give assignments then be available for individualized support)

2:15-3:00 PM Science or Social Studies (synchronous)

3:00-4:00 PM Office Hours 3x/week

This schedule is subject to change due to special subjects, Music, Spanish, and Art. Each day may look slightly different depending on progress of assignments and projects. Every attempt will be made to provide consistency for families and any changes will be communicated in advance.

## Sample Schedule (Jr. High)

Jr. High classes will range in length from 45 to 60 minutes. All classes will begin with Group Time (social-emotional check in). The first class of the day will always be 60 minutes to allow for Morning Gathering. Where possible, Jr High classes will allow time for a period of synchronous (all together) learning and asynchronous (apart/individual) practice.

9:00-10 AM English (Mixed or Synchronous 2x per week; Asynchronous 1x per week)

10:00-10:45 AM Science (Mixed or Synchronous 1x per week; Asynchronous 1x per week)

10:45-11:00 AM Break

11 AM-12 PM Electives (Synchronous)

12:00 PM Virtual Lunch Hour- Students can decide to have a “Chat n’ Chew” (2x per week)

1:00 PM Math (Mixed or Synchronous 2x per week; Asynchronous 1x per week)

2:00 PM Healthy Us- Gym, Cooking, Philosophy/Thinking Skills (Mixed or Asynchronous 1x per week)

3:00 PM Office hours for individualized support.

The schedule above only represents one day. Jr. High students will also participate in Spanish 3x per week, Social Studies (Mixed or Synchronous 2x per week; Asynchronous 1x per week), Specials 3x per week, etc.



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# PROJECT LEARN SCHOOL 2020-21 REOPENING PLAN

## Appendix

Agreements, Forms, and Protocols



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## Health & Safety Agreement

### Keeping Our Community Safe During COVID-19 Health and Safety Agreement

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Project Learn School has put in place preventative measures to reduce the spread of COVID-19; however, PLS cannot guarantee that you will not become infected with COVID-19.

As a cooperative school community, we all have a role to play in keeping our community safe during the COVID-19 pandemic. Mitigating risk requires our community to do what a co-op does best- look out for each other. During this time, each and every community member must be willing to do what it takes to maintain safety and lessen exposure. Below is a list of agreements that must be submitted by each family prior to the first day of school.

#### READ CAREFULLY BEFORE SIGNING – INITIAL EACH PARAGRAPH

- \_\_\_ INITIALS I agree to follow all of the protocols Project Learn School has put in place preventative measures to reduce the spread of COVID-19.
- \_\_\_ INITIALS I agree to complete the Daily Health Screening on my child each morning and send it to school each day.
- \_\_\_ INITIALS I agree to keep my child home from school, if they answer yes to any of the statements on the Daily Health Screening.
- \_\_\_ INITIALS I agree to send my child to school with a mask each day. A limited number of disposable masks are available in the office, but those are reserved for emergencies, like a lost mask or broken strap.
- \_\_\_ INITIALS I understand that my child's temperature will be taken at arrival each day. Any student displaying a temperature above 100.4 will not be allowed to attend school that day.
- \_\_\_ INITIALS I agree that my child will wear a mask, practice safe social distancing and clean hygiene during the school year.
- \_\_\_ INITIALS If my child falls ill during the school day, I will make immediate arrangements for someone to pick my child up from school. I understand the risk of having a symptomatic individual in the school building. I will stay in communication with the Community Coordinator and have a

responsible adult pick my child up from school within an hour.

\_\_\_\_ INITIALS If my family travels to any of the states on the [Pennsylvania quarantine list](#), I agree to quarantine my child for 14 days prior to returning to school. Students can attend remote classes, during their quarantine.

\_\_\_\_ INITIALS I will notify the Community Coordinator immediately, if my child or any member of our household develops COVID-19 symptoms, tests positive for COVID-19 or may have come in contact with someone who had Covid-19.

\_\_\_\_ INITIALS I agree to follow all instructions provided by Project Learn School in conjunction with the Philadelphia Department of Public Health (PDPH) around quarantining, exclusion from school, and timeline for returning to school.

\_\_\_\_ INITIALS By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participation; and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Project Learn School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Staff members and program participants and their families.

I acknowledge that I have read all of the statements above and agree to each point enumerated above.

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Student(s) Name

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Parent or Guardian's Name (Print)

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Parent or Guardian's Signature

---

Parent or Guardian's Email Address

---

Date



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## Daily Health Screenings

### Daily Health Screening- STAFF

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. In the past 24 hours, have you had TWO or more of the following symptoms unrelated to a pre-existing medical condition (i.e., like seasonal allergies, migraine, etc.): sore throat, chills, headache, muscle pain, new loss of taste or smell? (Yes/No)
2. In the past 24 hours, have you experienced a fever of 100.4°F or above? (Yes/No)
3. Have you been in close physical contact with someone who tested positive for COVID-19 within the past 14 days? (Yes/No)
4. Within the last 14 days, have you traveled to any state that is on the State of PA's quarantine list? (Yes/No)

\_\_\_\_\_  
Signature

### Daily Health Screening- STUDENT

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

- In the past 24 hours, has your child had TWO or more of the following symptoms unrelated to a pre-existing medical condition (i.e., like seasonal allergies, migraine, etc.): sore throat, chills, headache, muscle pain, new loss of taste or smell? (Yes/No)
- In the past 24 hours, has your child experienced a fever of 100.4°F or above? (Yes/No)
- Has your child been in close physical contact with someone who tested positive for COVID-19 within the past 14 days? (Yes/No)
- Within the last 14 days, has your child traveled to any state that is on the State of PA's quarantine list? (Yes/No)

***Answered 'No' to all questions? Your child is healthy today and ready for school.  
Answered 'Yes' to any question? Your child cannot attend school today.***

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

## Daily Health Screening- VISITOR

Name: \_\_\_\_\_ Date: \_\_\_\_\_

5. In the past 24 hours, have you had ONE of the following symptoms unrelated to a pre-existing medical condition: frequent cough or shortness of breath? (Yes/No)
6. In the past 24 hours, have you had TWO or more of the following symptoms unrelated to a pre-existing medical condition (i.e., like seasonal allergies, migraine, etc.): sore throat, chills, headache, muscle pain, new loss of taste or smell? (Yes/No)
7. In the past 24 hours, have you experienced a fever of 100.4°F or above? (Yes/No)
8. Have you been in close physical contact with someone who tested positive for COVID-19 within the past 14 days? (Yes/No)
9. Within the last 14 days, have you traveled to any state that is on the State of PA's quarantine list? (Yes/No)

\_\_\_\_\_  
**Visitor Name (Printed)**

\_\_\_\_\_  
**Visitor Signature**



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## Visitor Protocol

In order to maintain safety and lessen possible exposure to COVID-19, Project Learn School will not be allowing visitors. Exceptions will be made for individuals who provide essential services to our community, like school-based support staff (the School Nurse and Elwyn Services provider), contractors, and substitute teachers. Our Staff will work to have visitors come to school outside of school hours, whenever possible.

While these restrictions are opposite of our co-operative nature, we must adhere to strict visitor protocols to keep our community safe. These restrictions are based on the most guidance from the Center for Disease Control and Prevention (CDC), the Philadelphia Department of Public Health (PDPH), the Pennsylvania Department of Education (PDE), and other regulatory agencies.

### **INTERIM RESTRICTIONS FOR VISITORS**

Visitation will be limited to individuals who provide essential services to our community, like school-based support staff (the School Nurse and Elwyn Services provider), contractors, and substitute teachers. Until further notice, no other visitors will be permitted in the school building.

### **Definitions**

For the purpose of this protocol, the term “visitor” refers to anyone who, at the time of the intended visitation, is not a Project Learn School student or staff member.

Approved visitors are defined as persons performing essential support services, who have scheduled an appointment and received advance permission to enter at specific dates and times and for specific purposes, and include:

- Contractors
- Vendors
- Person(s) with defined co-op duties that are essential functions of the school, like trash collection

### **SCHOOL VISITORS**

Visitors who do not fit the criteria above will not be allowed in school. Sadly, this restriction applies broadly to parents, co-ops, mentors, outside speakers, etc. All in-person parent meetings, like Town Meeting and Conferences, will be held virtually until further notice. All sub-substitute teachers, intervention specialists, program partners, and other specialists who work with students on a regular basis will be required to follow the visitor protocol.

## **GUIDANCE FOR APPROVED VISITORS**

Much like the common cold, COVID-19 is primarily passed via respiratory droplets and close personal contact. While PLS is working hard to reduce the spread of COVID-19, it is important for visitors to understand that it is impossible for any school to eliminate the risk of exposure to the coronavirus. Community members and visitors must adhere to all guidelines.

### **Visitor Expectations**

If any person plans to visit school, they will be expected to abide by the following protocols:

**The first step is to request and obtain approval for the visit at least 24 hours in advance of when you plan to arrive at school.** (Rare exceptions to the 24-hour rule may be considered in emergency circumstances.) All visitors must have a confirmed appointment for a specific date, time, and purpose to enter the building.

1. If you have permission to visit a building, you will be required to complete the online COVID-19 Daily Health Screening Form up to three hours prior to the visit to confirm that you are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 in the previous 14 days.
  - The screening form asks the following questions that align with public health guidance:
    - i. In the past 24 hours, have you had ONE of the following symptoms unrelated to a pre-existing medical condition: frequent cough or shortness of breath? (Yes/No)
    - ii. In the past 24 hours, have you had TWO or more of the following symptoms unrelated to a pre-existing medical condition (i.e., like seasonal allergies, migraine, etc.): sore throat, chills, headache, muscle pain, new loss of taste or smell? (Yes/No)
    - iii. In the past 24 hours, have you experienced a fever of 100.4°F or above? (Yes/No)
    - iv. Have you been in close physical contact with someone who tested positive for COVID-19 within the past 14 days? (Yes/No)
    - v. Within the last 14 days, have you traveled to any state that is on the State of PA's quarantine list?
  - If you answer yes to any of these questions, you will be denied entry into Project Learn School.
  - If a visitor does not complete the Health Screening Form, the visitor will not be allowed in the building.
2. If a visitor arrives to school symptomatic or starts to exhibit symptoms of COVID-19 while on premises:
  - You will be asked to leave the facility and return home;
  - You should contact your healthcare provider; and
  - You are requested to notify your host if you are confirmed to have contracted COVID-19.
3. You must be wearing a mask when you arrive that covers your nose and mouth. Clothing and household items (like scarfs, t-shirts, sweatshirts, or towels) are not themselves acceptable face coverings. However, acceptable masks may be factory-

made, sewn by hand or machine, or created by using materials cut or constructed from household or clothing items. Project Learn School will not provide masks to contractors, vendors, delivery personnel, or other. You are expected to provide your own mask and wear it at all times.

4. All visitors will be required to show photo identification and display the results of the Health Screening Form to the Community Coordinator prior to accessing the building beyond the entry point.
5. All visitors must comply with Project Learn's COVID-19 prevention protocols, including frequent hand washing; wearing of a mask; proper social distancing of six feet while on premises; and adherence to all signage, notices and other guides regarding spacing and traffic flow.
6. Project Learn School reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school, the learning environment, or the health and safety of the school community.



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## Confirmed or Presumed Positive Protocol

### Overview

As Project Learn School prepares to return to in-person learning experiences during the coronavirus pandemic, we must consider and plan for the possibility of students and staff members testing positive for COVID-19. PLS has used guidance provided by the Philadelphia Department of Public Health (PDPH), the State of Pennsylvania, and the CDC to create protocols to respond to suspected and positive cases of COVID-19. These protocols are in place to protect the health and safety of our school community.

All staff and parents/guardians of students are required to notify the Community Coordinator immediately if a school employee or student experiences symptoms of COVID-19, has a presumptive diagnosis of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

### General Guidance

#### Personal Illness

Anyone who is sick is expected to stay home, and any student, staff member, or approved visitor who becomes sick, while in the school building, on a field trip, or at Forest School, will be sent home immediately. At the start of the school year, parents/guardians will be required to sign the Keeping Our Community Safe During COVID-19 Health & Safety Agreement affirming their commitment to keeping their children home when sick and seeking appropriate medical care.

#### Pre-Screening/Symptom Monitoring/Mandatory Reporting

Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work. If they answer yes to *any* of the screening questions, they must stay home from school.

- **Employees:** All Staff will be required to affirm they are symptom-free and have not had recent exposure to someone with COVID-19 by completing Daily Health Screening Form which inquires about physical symptoms and exposure to COVID-19. Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent therewith, or if they are self-isolating due to

suspected or known exposure to COVID-19 by contacting our Community Coordinator at [info@projectlearnschool.org](mailto:info@projectlearnschool.org).

- **Parents/Students:** All parents/guardians will be required to conduct a Daily Health Screening of their children at home, before their children leave for school, which involves taking temperatures daily and monitoring for the symptoms identified below. If *any* of the following are true, the parent/guardian must keep the student at home, notify school, and contact their medical provider.
  - Fever of 100.4 °F or greater, new onset of cough, *or* shortness of breath unrelated to a pre-existing condition.
  - Two of the following symptoms: sore throat, chills, headache, muscle pain, loss of taste or smell.
  - Close contact with a person diagnosed with COVID-19.

## **CONTACT TRACING**

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases, such as COVID-19. Contact tracing is the process of identifying, notifying, and monitoring anyone who came in close contact with an individual who recently tested positive for COVID-19. Depending on a contact's length of exposure, this may include a contact's needing to quarantine at home for a designated period of time.

The Philadelphia Department of Public Health (PDPH) is implementing a contact tracing program to help mitigate the spread of COVID-19 in Philadelphia. When notified of a staff member, student, or approved visitor at PLS with a confirmed case of COVID-19, the School Nurse or Community Coordinator, in her absence, will coordinate with PDPH on COVID-19 reporting and response efforts.

## **COVID-19 TESTING**

The CDC and PDPH do not recommend testing of students and staff before the beginning of in-person school, so PLS is not currently planning to offer or require COVID-19 testing of students and employees prior to returning to school. We will focus our attention of reducing the spread of COVID-19 through practicing good hygiene, keeping our school clean and sanitized, maintaining seamless, consistent operations, and following our protocols, if someone becomes ill.

PDPH recommends testing in the presence of symptoms, and/or when an individual has been exposed to someone with COVID-19. PLS will not be providing any Covid-19 testing and recommends that community members consult with their health care providers if they require testing. If a community member does not have a healthcare provider, visit the [City's map of testing sites](#) to find a location that will not require an order from a healthcare provider.

## **SCHOOL CLOSURE AND SCHOOL DISMISSAL**

In the event that closure or dismissal is necessary due to COVID-19, the PDPH will work closely with the School Nurse, Community Coordinator, and Educational Coordinator to make the determination that best addresses the specific circumstances. Decisions about school closures will be made carefully, and with the health, safety and needs of our students and families in mind. Reasons for such closures will be provided by the Staff and PDPH.

### **STAFF MEMBER WHO DEVELOPS SYMPTOMS WHILE AT WORK**

A staff member who is present at work and develops the following symptoms will be sent home immediately:

- Fever of 100.4°F, cough *or* shortness of breath OR
- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell. If a Staff Member needs to be picked up, they will wait in front office for their ride.

### **STAFF MEMBER WHO TESTS POSITIVE FOR COVID-19**

An staff member who tests positive for COVID-19 must:

- Notify the Community Coordinator of the test results by emailing [info@projectlearnschool.org](mailto:info@projectlearnschool.org) on the day of receipt.
- Identify all employees and contacts (i.e. visitors, students, contractors, etc.) who spent more than 15 minutes within 6 feet of the infected employee during the 48 hours before onset of symptoms and report the information to the Community Coordinator
- Remain home until *all* of the following are true:
  - at least 10 days since the onset of symptoms AND
  - until fever free when off anti-fever medications for 3 days AND
  - symptoms are improving.

### **The School Nurse or Community Coordinator, in her absence, will:**

Upon notification of a positive test by the PDPH, staff member or family, or the school nurse will:

- **For students:** the School Nurse or Community Coordinator, in her absence, will
  - Notify PDPH and request guidance on contact tracing and individuals needing to quarantine. With the assistance of PDPH, identify students and staff who have come in close contact with the student (defined as greater than 15 minutes of interaction less than 6 feet away).
  - Initiate cleaning protocol.
- **For Staff Members:** the Staff Member will notify the Community Coordinator, who will
  - Notify the School Nurse and PDPH and provide the following information: employee's name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
  - Work with the School Nurse and PDPH to assist in determining which individuals should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.

- Initiate cleaning protocol.

### **STUDENT WHO DEVELOPS SYMPTOMS WHILE AT SCHOOL**

If a student exhibits the following symptoms while at school:

- Fever of 100.4F or greater, cough *or* shortness of breath unrelated to a pre-existing condition OR
- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell
- Teacher will inform School Nurse or Community Coordinator, in her absence, by walkie talkie prior to sending the child to the office
- The School Nurse or the Community Coordinator, in her absence, will perform appropriate assessment and documentation
- Parent/guardian will be notified to pick up student
- Student will be escorted to designated entrance to meet parent/guardian
- Parents/guardians will be given instructions to contact their medical provider
- No student who develops COVID-19 like symptoms defined above will be permitted to return home on the school bus that day
- The School Nurse or Community Coordinator, in her absence, will follow up with family and document interaction

### **RETURN TO SCHOOL GUIDELINES**

When tested and determined to be **COVID-19 positive**, the student will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- until fever free without the use of anti-fever medications for three days AND
- symptoms are improving.

*Note: The COVID-19 positive individual does NOT need a repeat COVID test to return to school. Families will be asked to provide documentation of COVID-19 diagnosis and timeline, when returning to school.*

When tested and determined to be **COVID-19 negative**, the student will remain home until:

- The student meets the school's normal criteria for return after an illness which includes fever, vomiting and diarrhea free for greater than 24 hours without medication OR
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school

When symptomatic, but **COVID-19 testing was not completed**, the student will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- fever free without the use of anti-fever medications for three days AND
- symptoms are improving.