



# ARP ESSER Health and Safety Plan Guidance & Template

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

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

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

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

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

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

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

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

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

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

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

## **Additional Resources**

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

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

## Health and Safety Plan Summary: **Inquiry Charter School**

**Initial Effective Date: June 16, 2021**

**Date of Last Review: June 16, 2021**

**Date of Last Revision: N/A**

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

Inquiry has developed a network pandemic response team lead by our Director of Facilities and Operations. The team meets weekly to review current transmission data, CDC, state and local guidelines and makes any necessary adjustments to the health and safety plan. Additionally, staff are asked to submit weekly health and safety feedback, allowing us to monitor the effective implementation of our mitigation strategies and course correct as necessary in any areas.

We have established a COVID-19 Reopening “Playbook” to guide all staff on the proper implementation of our mitigation strategies, following the Swiss Cheese Model of mitigation adopted from the Cleveland Clinic that focuses on mask wearing, social distancing, improved ventilation, enhanced cleaning practices, and increased hand hygiene. The playbook walks staff through the implementation of these strategies during all school activities, including classroom instruction, meal times, staff meetings, arrival and dismissal.

Additionally, we have established a weekly COVID-19 related communication update to all staff and families to share any pertinent updates, remind of safety measures, share vaccination information and allow for feedback. We track our positive case count on a two week basis on a dashboard published on our website.

While we have had cases, to date we have not seen evidence of linked transmission on campus since we reopened in February of 2021.

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

All classrooms and teachers have been set up to pivot to virtual instruction, should a student, classroom, grade level or school need to pivot to virtual instruction due to quarantine needs or staffing challenges related to COVID-19. The schools have invested in their technology infrastructure, providing a 1:1 model for students, owl cameras to facilitate learning in the classroom for virtual students, and online learning platforms.

We have also opted to remain an SSO site to allow us to serve food to students who are learning virtual and any members of the community that need access to meals. Meal pick-up days occur twice a week at our campuses.

Our Family Support Services Team continues to support all students and families-whether virtual or in person-through this difficult time, connecting with resources and increasing counseling supports for those that need it.

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

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p><b>a. Universal and correct wearing of <a href="#">masks</a>;</b></p>	<ul style="list-style-type: none"> <li>● All adults and students age 2 and above are required to wear face masks at all times while in the school buildings or on school grounds. This includes all staff, visitors, vendors, contractors, and families.</li> <li>● Mask may be reusable or disposable as long as it meets the following criteria:                         <ul style="list-style-type: none"> <li>a. Be at least 2-ply</li> <li>b. May not have breathing vents or valves</li> <li>c. Go over the ears or be tied around the head</li> <li>d. Must be washed between uses or disposed of after use</li> </ul> </li> <li>● Masks must be worn over the nose and mouth, except when eating.</li> <li>● Masks are to be worn at all times when on campus, even when staff are working alone in their office, with the following exceptions:                         <ul style="list-style-type: none"> <li>● When actively eating/drinking (which should never be done in hallways or other high traffic spaces).</li> <li>● If a teacher is teaching virtually from the classroom. In this instance, the teacher must be alone. the door should be shut and the window should be cracked open.</li> </ul> </li> <li>● Schools will have a supply of cloth masks to provide to staff and students should they need one.</li> <li>● Face coverings not permitted would include neck gaiters, Halloween-type masks, ski masks, any item obstructing the vision of the person wearing it, or posing a health and safety risk to the greater school community.</li> <li>● Parents/caregivers are required to wear face masks for drop-off and/or pick-up.</li> <li>● Schools must have a supply of disposable masks in the front office for any office visitors who arrive without one. School</li> </ul>

	<p>Operations teams should reach out to Theresa when in need of more disposable masks.</p> <ul style="list-style-type: none"><li>● Staff and students must exercise caution when removing face coverings, always store it out of reach of other students, and wash hands immediately after removing it.</li><li>● Masks must be replaced if contaminated (become wet, are torn, or handled with unclean hands). Staff and students are encouraged to bring additional clean face masks each day in the event that their covering is soiled or lost. If a spare is unavailable, the school will provide either a cloth or disposable mask. School Operations teams should reach out to Theresa when in need of more cloth or disposable masks.</li><li>● Face masks for staff working with students that have full face visibility when delivering instruction (early literacy, speech, etc.) will be provided to those staff members.</li><li>● Nursing staff and adults working with vulnerable students must also wear masks and gloves at all times. Additional PPE including goggles, face shields, and plexiglass may also be utilized when appropriate.</li><li>● <u>Masks are not allowed:</u><ul style="list-style-type: none"><li>● By children under the age of 2.</li><li>● By children during naptime.</li><li>● By anyone unconscious or unable to remove the mask without assistance.</li></ul></li><li>● If an individual has breathing problems or another medical condition preventing the use of a mask, they must formally request accommodations.<ul style="list-style-type: none"><li>○ If staff: they must submit a request, medical documentation, and be approved for ADA accommodations with Human Resources</li><li>○ If student: they must submit a request, medical documentation, and be approved for temporary 504 accommodations.<ul style="list-style-type: none"><li>● Specialized settings and clinicians may have separate face covering requirements due to the specifics of their work with students.</li></ul></li></ul></li><li>● Because masks are removed during meal time, talking should be limited as much as possible during this time to decrease the amount of respiratory particles traveling in the air. If eating indoors, the majority of meal time should be silent. Show a movie or read a book to students during meal times to promote a silent atmosphere.</li></ul>
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<p>b. <b>Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);</b></p>	<ul style="list-style-type: none"> <li>● All classrooms have been set up to space student desks at least three feet apart. Desks have been purchased to replace small group tables so students can be spaced out.</li> <li>● Seating in all common areas (Cafeteria, Auditorium, lobby) have signage and marked off seating spaces to ensure appropriate distancing.</li> <li>● Staff lounge use should be limited to quick, in-then-out activities such as filling water bottles, heating food, or retrieving items from the refrigerator.</li> <li>● Staff must maintain social distancing requirements including maintaining 3 feet of personal space and wearing masks.</li> </ul>
<p>c. <b><a href="#">Handwashing and respiratory etiquette</a>;</b></p>	<p>All children, staff, and volunteers must engage in hand hygiene at least once every two hours including at the following times:</p> <ul style="list-style-type: none"> <li>● As you enter and exit the building</li> <li>● As you enter and exit the classroom</li> <li>● Before and after eating or handling food, or feeding children</li> <li>● Before and after administering medication or medical ointment</li> <li>● Before and after diapering</li> <li>● Before and after using the toilet or helping a child use the bathroom</li> <li>● After coming in contact with bodily fluid (blowing nose, sneezing, etc.)</li> <li>● After playing outdoors</li> <li>● After handling garbage</li> <li>● Before and after using shared equipment or supplies</li> <li>● Hand sanitizer will be provided in all classrooms and common spaces for use when washing hands is not an option. Operations teams should contact Theresa when additional hand sanitizer supplies are needed.</li> <li>● Set up sanitizing stations outside of large common spaces such as entrances/exits.</li> <li>● Supervise children when they use hand sanitizer to prevent ingestion and to ensure they are using it properly.</li> <li>● Enforce a “you touch it, you take it” policy in classrooms for supplies, foods, etc.</li> <li>● Teachers explicitly teach hand washing expectations and supervise as needed.</li> <li>● signage describing handwashing steps is placed near sinks.</li> </ul>

<p>d. <b><u>Cleaning</u> and maintaining healthy facilities, including improving <u>ventilation</u>;</b></p>	<ul style="list-style-type: none"> <li>● We have hired additional custodial staff to enhance the daily cleaning of our schools and using disinfectants identified by the CDC and EPA as <a href="#">approved for safe and effective use against coronavirus</a>.</li> <li>● To ensure constant cleanliness, all classrooms and common areas will be thoroughly cleaned and disinfected daily.</li> <li>● Restrooms will be cleaned and disinfected every 2 hours</li> <li>● Other surfaces in high traffic areas, such as railings, doors, etc., will be regularly cleaned/disinfected several times per day.</li> <li>● Spray bottles and paper towels will also be made available throughout the building. All Inquiry staff should feel empowered to use disinfecting spray between scheduled cleanings.</li> <li>● Teacher/School Staff Cleaning Responsibilities: <ul style="list-style-type: none"> <li>● Cleaning of any shared surfaces within classroom between uses (i.e. student working at a guided reading table)</li> <li>● Cleaning of any shared manipulatives/supplies between uses only when individual supplies cannot be avoided.</li> <li>● Any frequent touchpoints inside of classrooms</li> <li>● Student desks before/after meals</li> </ul> </li> </ul> <p>According to the <a href="#">CDC guidelines</a>, it is recommended that when weather conditions allow, increase fresh outdoor air by opening windows and using fans to increase total airflow supply to occupied spaces. Following this guidance:</p> <ul style="list-style-type: none"> <li>● Where possible, at least one window is opened in any room with more than 2 people, with the window fan placed in the window exhausting air out (the windows are larger than the fans, so air is able to circulate in and out)</li> <li>● In spaces with Central Air, the Central Air System filters have been upgraded to the CDC recommended MERV-13 filters and are changed at an increased frequency.</li> </ul>
<p>e. <b><u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u>, in collaboration with the State</b></p>	<p>If a student or staff member test positive for COVID-19, the following process for isolation, quarantining, and contact tracing occurs:</p> <ul style="list-style-type: none"> <li>● The school pandemic liaison, school nurse or principal notifies the Network Pandemic Liaison of the positive case</li> </ul>



<p><b>and local health departments;</b></p>	<ul style="list-style-type: none"> <li>• The network pandemic liaison initiates the contact tracing process, including identifying close contacts and classroom quarantines</li> <li>• The Network Pandemic Response Team is activated</li> <li>• The case is reported to the Philadelphia Department of Public Health and any additional recommendations are completed.</li> <li>• All students and staff who are determined close contact are immediately notified to begin quarantine, following guidelines of the Philadelphia Department of Public Health</li> <li>• Communication is sent to the school community notifying them of the case and confirming all close contacts have been identified</li> <li>• Our 14 day case count dashboard is updated</li> <li>• Rooms are cleaned and disinfected after 24 hours, in accordance with CDC guidelines.</li> </ul>
<p>f. <b><u>Diagnostic</u> and screening testing;</b></p>	<p>All staff and students are required to complete a daily health screening via our ParentSquare App. Additionally, students confirm their completion of the screening and have temperatures taken at our check-in stations when they arrive on site each morning.</p> <p>For any student or staff member experiencing symptoms, they are immediately brought to the designated isolation space and evaluated by our nursing staff. COVID-19 testing is available on site through our student based health center for any student or staff that needs it.</p> <p>All staff and students were able to receive a COVID-19 test on site each week through our Assurance Testing Program in Spring 2021. The continuation of this program in the fall will be based on recommendations from Education Plus Health, CDC guidance, and guidance from the CHOP PolicyLab.</p>
<p>g. <b>Efforts to provide <u>vaccinations to school communities</u>;</b></p>	<p>We are partnering with Education Plus Health, our student based health center, to provide vaccine opportunities to our communities. We are exploring on-site vaccine clinic options for the fall. Additionally, Education Plus Health will be holding vaccine information sessions for our school community.</p> <p>We share vaccine opportunities with our staff and families in our weekly communication and direct everyone to the Philadelphia Department of Public Health COVID Vaccine Hub webpage to connect all families with current vaccine opportunities.</p> <p>In the spring, Education Plus Health led vaccine information sessions for staff and we facilitated signing up all staff for the</p>

	<p>vaccine through a partnership with the school district, the city and the Children’s Hospital of Philadelphia.</p> <p>Inquiry Charter School also received an invitation from board members to schedule opportunities with their employee vaccine clinics.</p> <p>As staff have expressed interest after offered times, we have assisted in trouble shooting, moving appointments and offering additional vaccine opportunities.</p>
<p>h. <b>Appropriate accommodations for students with disabilities with respect to health and safety policies; and</b></p>	<p>Our nurse practitioner and special education team have worked with any of our students with disabilities and their families to evaluate their ability to meet the health and safety procedures set forth in this plan and put in place appropriate accommodations to the health and safety policy as needed, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Scheduled mask breaks</li> <li>2. Additional time outside</li> <li>3. Increased assurance testing</li> </ol>
<p>i. <b>Coordination with state and local health officials.</b></p>	<p>Our network pandemic liaison has established a relationship with the COVID Schools Team at the Philadelphia Department of Public Health and communicates regularly with that team for guidance related to COVID-19 positive cases, close contacts, school closure and other mitigation strategies.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Inquiry Charter School reviewed and approved the Health and Safety Plan on June 14, 2021


The plan was approved by a vote of:

  4   **Yes**

  0   **No**

Affirmed on: 7/22/2021 | 3:45 AM PDT

By:

DocuSigned by:  
  
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*(Signature\* of Board President)*

Michael Karp

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.