



## **LANCASTER COUNTY ACADEMY HEALTH AND SAFETY AND OPERATIONAL PLAN -- DRAFT**

August 6, 2020

Lancaster County Academy (LCA) staff have been hard at work preparing plans to safely return students to school this month. This Health and Safety and Operational Plan aims to share information regarding our temporary location, operating protocols, results from our reopening survey, and pertinent information regarding our current reopening and daily procedures. Contact [Dr. Ryan C. McFadden](#), Program Director, with questions.

### **Temporary Location: Central Penn College**

Although HACC's campuses remain closed through the fall semester, we are excited to welcome students back to an alternative location, Central Penn College. Central Penn's Lancaster Center is also located on Old Philadelphia Pike.

*Central Penn College - Lancaster Center  
1905 Old Philadelphia Pike  
Lancaster, PA 17602*

### **Compliance with COVID-19 Operating Protocols**

While on the Lancaster Center site, all Lancaster County Academy (LCA) students and staff must adhere to Central Penn operating protocols related to COVID-19, including the wearing of face coverings, six-foot social distancing, and frequent washing of hands. LCA will provide face coverings to all students and staff.

Central Penn adheres to the operating protocols and guidelines of the Pennsylvania (PA) Office of the Governor, PA Department of Health, and federal Centers for Disease Control and Prevention (CDC). The Central Penn operating procedures and requirements are revised and updated as needed and can be found at [www.centralpenn.edu/covid](http://www.centralpenn.edu/covid).

## Monitoring Student and Staff Health

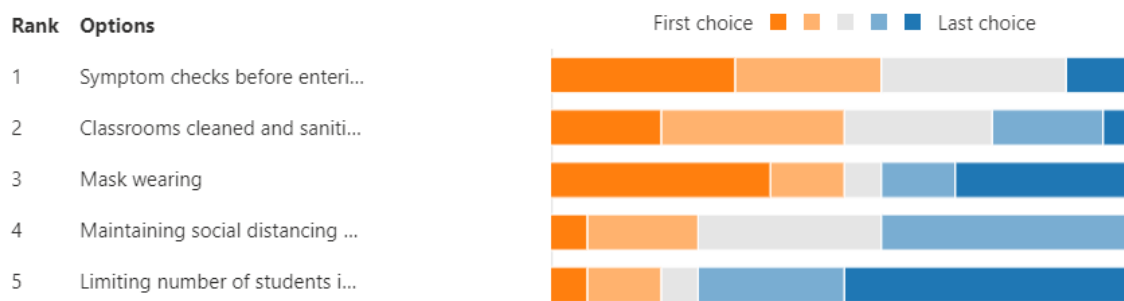
In July, we surveyed families to gather input regarding reopening LCA for in-person learning. Participants ranked factors that would help them feel comfortable sending their student to school (results below). Symptom checks before entering was the top choice. Consequently, all students and staff should be prepared to undergo a temperature screening with a contactless, infrared thermometer before entering the classroom. Based on guidance from health authorities, anyone displaying a temperature of 100.4 or above will not be allowed to enter.

By entering the facility, students and staff will confirm a) they are not experiencing symptoms related to COVID-19 and b) they have not knowingly been in contact with a person with the virus. For the purposes of this Health and Safety Plan, COVID-19 symptoms are defined as follows: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Local school districts are working with Penn Medicine Lancaster General Health to follow standard protocols and contact tracing that follow the PA Department of Health guidelines. A current draft (7/29/2020) of the decision tree for a confirmed positive test can be found here: [Student or Staff Exposure Decision Tree](#).

Please rank the factors below from MOST to LEAST important that would help you feel more comfortable sending your student to school.

[More Details](#)



## Cleaning, Sanitizing, and Disinfecting

Student workstations will be cleaned between each class session. Staff have also been assigned to ensure high-touch points are cleaned to the extent possible throughout each school day. The Program Director will conduct regular area checks to ensure all designated areas are cleaned.

Each learning space will be outfitted with hand sanitizer stations for student and staff use. Hand sanitizer stations will also be placed at various locations throughout the building.

## Physical/Social Distancing

All classrooms and learning spaces throughout Central Penn's Lancaster Center have been evaluated and reorganized, to the greatest extent feasible, to provide students and staff with the maximum social distancing to mitigate the spread of COVID-19. Additionally, students will be invited to utilize outdoor space for learning activities when possible and appropriate.

Students will also select a class session to limit the number of students in the building at a given time. Committing to a consistent session will allow the school to be open to small groups at a time. A session sign-up sheet is forthcoming.

## Preferred Learning Option

Families indicated their preferred learning option among hybrid, remote, and attend in person daily (results below). Our small size should allow us to accommodate each student's preference; although, the remote mode will likely require students to pick up course materials and take exams in person.

Which learning option would you most likely choose for your student?

[More Details](#)

● Hybrid	5
● 100% remote	5
● Attend in person daily	6



## Attendance, Chat, and Time Tracking

Under LCA's attendance policy, students are expected to devote three hours per day and fifteen hours per week to school. Students are also asked to commit to a regular schedule. A session sign-up sheet will be distributed shortly.

All remote and in-person instruction time will be under the direction of a certified school employee. A LCA staff member will be available via Chat in Microsoft Teams from 8 a.m. to 4 p.m. when school is in session. Our school calendar is posted here: <https://lca.k12.pa.us/students-parents/>. Students can start a chat with the name *LCA Staff* to reach a LCA representative. See "[Start a chat in Teams](#)" for how-to information. Additionally, Office 365 tutorials are provided on the [Academy's School Operation Info webpage](#).

Each day, the student or a parent/guardian will report the total time spent on schoolwork, as well as information about what was completed. The total time can include a mixture of in-person and at-home learning.

### **Technology Access**

Select participating school districts are facilitating device access to families in need of hardware. Families should refer to their sending school's update center to see if this option is available. They can also contact the Program Director to facilitate the conversation.

### **Reopening Intake Meetings**

LCA staff will meet with each student via phone, Microsoft Teams, or in person to discuss learning options, academic progress, and other concerns. We will begin scheduling intake meetings soon in anticipation of our August 31 start date.

### **Plan Communications**

We will continue to share updates with families through our phone notification system, e-mail, the [School Operation Info webpage](#), and [Facebook](#). Students are also invited to join the [LCA Remind group](#). We encourage the LCA learning community to stay tuned for regular updates.

Thank you for your patience and understanding as we plan for a safe and successful reopening of LCA at Central Penn's Lancaster Center.