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PHA'S RESTORATIVE REOPENING

As we return to in-person learning at full scale for the 2021-22 school year, our health and safety protocols continue to be of the utmost importance. We [faculty and staff and students and families] will all need to work together to create a school setting where educational needs can be met while mitigating the risks of COVID-19 for the entire community.

Our protocols and guidelines outlined in this document represent the ever-evolving body of knowledge about COVID-19 to date. They have been continuously updated in a fluid and changing pandemic. Since the beginning of the pandemic, a great deal has been learned about COVID-19 and we at PHA have learned a lot since reopening our schools for wraparound in October of 2020. Like last year, we will continue to review public health metrics and provide a weekly update of our [PHA metrics](#) on the PHA website, including our COVID-19 testing program. To date, we have done over 10, 000 COVID-19 tests with a very low positivity rate of 0.23 %.

There is a deep understanding of how the virus is primarily transmitted and how to prevent transmission with mitigation measures. PHA has adopted a robust and multi-layered safety and defense mitigation strategy to ensure our campuses are as safe as possible, what has come to be known as [The Swiss Cheese Model of Pandemic Defense](#). As more data emerges on the Delta and Mu variants and other unknowns, we will continue to evolve, adapt, and maintain all the necessary protocols and guidelines to support public health at Prospect Hill Academy. The implementation of these guidelines are driven by campus leaders who are best equipped to understand the specifics of their campuses and the particular needs of their school community. **This is a dynamic document that will be updated as new data emerges.** We will also continue to update our [Back To School FAQ](#) document with your questions as we work together to have a safe, healthy and joyful school year.

MULTI-LAYERED COVID-19 SAFETY APPROACH

As we welcome everyone in our community back to school, we will continue to implement our multi-layered safety approach. We care about the health and safety of everyone in our community and are all part of a social contract.



Universal Masking Indoors

All students, staff, faculty, visitors, vaccinated and unvaccinated, are required to wear [well-fitting masks](#) when they return to school in the fall. Mask breaks will be provided throughout the school day.



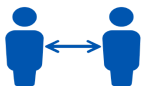
COVID-19 Testing

PHA will continue to provide COVID-19 testing which includes weekly pooled testing, test and stay, and symptomatic testing. All adults who are not vaccinated are required to participate in pooled testing twice per week.



Stay Home When Sick or Symptomatic

Every morning before coming to school, everyone should check for fever, cough, loss of taste or smell and other signs of illness. If you have any [symptoms of COVID-19](#), please stay home. Additionally, all adults working or visiting PHA will complete the [COVID-19 Daily Health Screener](#) electronically. Students will complete the [Student Daily COVID Screener](#) daily.



Maintain Physical Distancing

While there is not a DESE physical distance requirement, we will continue to maintain physical distance to the greatest extent possible. During indoor mask breaks and mealtimes, we will endeavor to maintain a 3 feet distance for students when possible. All adults should maintain 6 feet distance while eating indoors. Whenever possible, avoid close face-face contact.



Ventilation

There are air purifiers in every classroom and office space to ensure the highest air quality, air exchange, and ventilation that is possible in our buildings.



Wash Hands Frequently

Wash hands [thoroughly](#) with soap and water or use hand sanitizer throughout the day, especially before and after eating and drinking.



Vaccinations

PHA requires that all adults are vaccinated or participate in twice weekly COVID-19 testing. We highly encourage all students aged 12 and above to get vaccinated.

COVID-19 SYMPTOMS

Below is the full list of symptoms for which caregivers should routinely monitor their children, and staff should monitor themselves. Unvaccinated individuals and any close contacts, presenting these symptoms should follow testing and quarantine response protocols as outlined in Section 2 of the August 13, 2021, [DESE/DPH Protocols for Responding to COVID-19 Scenarios SY 21-22](#). Vaccinated individuals who are not close contacts should follow the testing and quarantine response protocols if they are experiencing symptoms in bold. These individuals may also seek clinical guidance to assess the need for PCR testing if they have other symptoms on this list.

COVID-19 Symptoms List

- **Fever (100.0° Fahrenheit or higher), chills or shaking chills**
- **Difficulty breathing or shortness of breath**
- **New loss of taste or smell**
- **Muscle aches or body aches**
- Cough (not due to other known causes, such as a chronic cough)
- Sore throat *when in combination with other symptoms*
- Nausea, vomiting, or diarrhea *when in combination with other symptoms*
- Headache *when in combination with other symptoms*
- Fatigue *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

Vaccinations

PHA requires that all adults are vaccinated or participate in twice weekly COVID-19 testing. We continue to monitor the vaccine rates of our adult community, the evolving data on the Delta variant and the pandemic and recommendations from public health and education officials as to vaccine mandates in schools. Eligible students (12 years and above) are not required to have the COVID-19 vaccination; however, are strongly encouraged to be vaccinated if they can.

MULTI-LAYERED SAFETY APPROACH

Universal Masking Indoors

All students, staff, faculty, & visitors, vaccinated and unvaccinated, are required to wear [well-fitting masks](#) when they return to school in the fall. Gators and scarves may not be worn in lieu of a mask. Mask breaks will be provided throughout the school day. Face-masks are not required: (1) when outside; or (2) when an individual works alone in an office or cubicle.

COVID-19 Testing

Weekly testing is a critical layer of safety to keep our community safe. COVID-19 testing includes weekly pooled testing, test and stay, and symptomatic testing. All adults who are not vaccinated are required to participate in pooled testing twice per week. While testing is not mandatory for students, PHA expects all members of the community to do their part and participate in weekly testing. Families need to provide [consent](#) for their child/ren to participate in COVID-19 testing. The three testing options include:

1. **Weekly COVID-19 Pooled Testing** whereas samples are collected at school. Each participant provides 2 swabs so that if there is a positive pool, follow up testing is done immediately in the lab to identify the positive individual/s.
2. **Symptomatic Testing** for individuals who present symptoms while at school. Samples are collected at school using the BinaxNOW rapid antigen nasal swab test.
3. **Test and Stay** applies to individuals who are identified as close contacts while at school only. Samples are collected at school using the BinaxNOW rapid antigen nasal swab test. Those who are asymptomatic and negative stay in school; those who are positive are sent home to isolate. Tests are administered daily for five-seven days from the date of exposure. More detailed information on our testing program is linked [here](#).

Stay Home When Sick or Symptomatic

Every morning before coming to school, everyone should check for fever, cough, loss of taste or smell, and other signs of illness. If you have any [symptoms of COVID-19](#), stay home. All families must conduct a [Student Daily COVID-19 Screener](#). All adults working or visiting PHA will complete this [COVID-19 Daily Health Screener](#) electronically.

Maintain Physical Distancing

In the new school year, everyone will return to in-person learning, five (5) days a week. At this time, there are no classroom or other physical distancing requirements for the upcoming school year, everyone is expected to maintain physical distance to the greatest extent possible, particularly when you are not wearing a mask. Everyone should avoid close face-face contact wherever possible. While eating indoors all adults should maintain 6 feet distance. Campus leaders are designing lunch, cafeteria spacing, alternative eating spaces and the use of outdoor space to maximize distancing when students are eating

and have their masks off.

Ventilation

There are air purifiers in every classroom and office space to ensure the highest air quality, air exchange, and ventilation that is possible in our buildings.

Wash Hands Frequently

During the COVID-19 pandemic, and in general, keeping our hands clean is one important step we can take to minimize the spread of the COVID-19 virus. Wash hands [thoroughly](#) with soap and water or use hand sanitizer throughout the day, especially before and after eating and drinking. The Center for Disease Control (CDC) has excellent resources to help students, staff, and families [understand when and how they should wash their hands](#).

Vaccinations

PHA requires that all adults are vaccinated or participate in twice weekly COVID-19 testing and we strongly urge students over 12 years old to be vaccinated.

TESTING AND QUARANTINE RESPONSE

On July 30th, 2021 the Department of Elementary and Secondary Education (DESE) and the Department of Public Health (DPH) released a [joint memo](#) on COVID-19 Guidance for Districts and Schools – Fall 2021. As outlined in the memo, all schools are required to be in-person, full-time, five days a week for the 2021-22 school year, and all previously released DESE health and safety requirements are lifted. In addition to outlining recommendations for school and district policies on masking, the memo also previewed new COVID-19 testing and quarantine response protocols for schools.

PHA is following the DESE Testing and Quarantine Response Protocols outlined in Section 2 (pg. 5) of the August 13, 2021, [DESE/DPH Protocols for Responding to COVID-19 Scenarios SY21-22](#).

QUARANTINE AND ISOLATION

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease. Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. If a student is required to isolate or quarantine, they will be considered absent just as they would be for any other illness. PHA educators will strive to support students as best as possible when they are out and support them in making up any missed instruction and assignments upon their healthy return to school.

CLOSE CONTACTS

On August 5, 2021, the CDC updated their close contact definition as follows:

“Close Contact through [Proximity and Duration of Exposure](#): Someone who was within **6 feet of an infected person** (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date) until they meet criteria for [discontinuing home isolation](#).

Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) if both the infected student and the exposed student(s) [correctly and consistently](#) wore well-fitting [masks](#) the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.”

Per [DESE/DPH Protocols for Responding to COVID-19 Scenarios](#) published on August 13, 2021, states that in general individuals identified as close contacts should follow one of three specific protocols for testing and quarantining. **However, certain close contacts are exempted from testing and quarantine response protocols as noted below.**

Close contacts who are exempt from testing and quarantine response protocols

The following close contacts are exempt from testing and quarantine response protocols:

1. **Asymptomatic, fully vaccinated close contacts:** Individuals who are asymptomatic and fully vaccinated are exempt from testing and quarantine response protocols.
2. **Classroom close contacts:** An individual who is exposed to a COVID-19 positive individual in the classroom while both individuals were masked, so long as the individuals were spaced at least 3 feet apart, is exempt from testing and quarantine response protocols.
3. **Close contacts who have had COVID-19 within the past 90 days:** An individual who has been previously diagnosed with COVID-19 and then becomes a close contact of someone with COVID-19 is exempt from testing and quarantine response protocols if: The exposure occurred within 90 days of the onset of their own illness AND the exposed individual is recovered and remains without COVID-19 symptoms.

TRAVEL RESTRICTIONS

Massachusetts [COVID-19 Travel Guidance](#) suggests that if you are vaccinated there are no restrictions on domestic travel, and you can travel freely. Here are the CDC's recommendations for [unvaccinated people, which include a viral test 3-5 days after and self-quarantine for a full 7 days after travel](#). Since children under the age of 12 are ineligible for a vaccine, we ask all PHA families, faculty, and staff to follow the State's travel guidance. If you have questions, please contact your principal or school nurse.

FAMILIES, VOLUNTEERS, VISITORS AND BUILDING ACCESS

At this time there will be no further in-person building events for families. Except for PreK drop-off and pick-up until September 15th, families must drop off and pick up their children outside. Any urgent school related matters must be scheduled by appointment. IEP meetings may be scheduled in person. At this time there will be no family volunteers or non-essential visitors in the buildings. PHA contractors and inspectors must follow masking and health screening protocols.

FIELD TRIPS

At this time, certain field trips may still go forward with the written approval of the campus principal. A field trip request form must be completed and submitted to the campus principal at least 14 days in advance of any planned field trip. Field trips must be designed using COVID-19 safety protocols. Public transportation may not be used to access field trips.

OUTSIDE PARTNERS IN PHA

All partners must show proof of **vaccination** and must adhere to all **PHA COVID-19 health protocols**, including wearing a [well-fitted mask](#) when indoors and completing the health screening. Partners include PHA hired consultants, college representatives, community based partners etc.

PHA KEY PRIORITIES FOR STUDENT LEARNING

Access to Rich Grade Level Instruction and Learning Acceleration

We provide **ALL** students with access to grade level instruction while deliberately centering the needs of students, who are historically underserved and/or who are struggling in our instructional design. As such, we ensure that **ALL** students have equitable and universal access to robust culturally responsive grade level curriculum and instruction with timely and targeted support for unfinished learning from the past year. We use proven strategies to engage students with the most critical skills, concepts, and knowledge development

of their grade level as quickly as possible. Hence, we will create time and space for deep learning that focuses on the most important skills, concepts, and knowledge with greater depth.

Student Centered & Expert Learning: Learning How to Learn

We have ambitious universal and rigorous goals for **ALL** students. We support each other and our students to become expert learners and learn how to learn. Student centered learning leads to deeper learning as it relies on active rather than passive learning. Student centered active learning lends to student personalization and student ownership. Active learning sees less whole-class and teacher directed instruction, less working alone, more small groups, less pull-out programming and more flexible groupings, seating, more student talking, more movement, and more joy!

Emphasis on Literacy & Reading Across the Curriculum.

As life-long learners, we now better understand the significance of the science of reading and the critical components for teaching reading. Teaching foundational literacy with a science-based approach and ensuring rich and proficient fiction and non-fiction reading across the K-12 curriculum is a priority. At PHA, we aspire for **ALL** students to read and have access to grade-level or above complex text and engage in deep rich classroom discussions.

Continuous Improvement through Close Progress Monitoring & Collaboration

We focus on the development, learning and growth of **ALL** students. We continuously monitor students' understanding and learning progress, informed by data. We design using universal principles, monitor closely, unpack successes and failures, and then redesign based on an ongoing analysis of what is working and what is not. We design for continuous improvement and use collaborative team processes to build collective efficacy: collaborative inquiry, instructional leadership teams, grade level teams, working groups

SCHEDULES

	Early Childhood Campus	Upper Elementary	Middle School	High School & Collegiate Institute
Free Breakfast	K-3 7:30 - 7:45 AM Pre-K 7:30 - 7:50 AM	7:00 - 7:30 AM	7:00 - 7:45 AM	7:00 - 7:45 AM
Arrival/Drop Off	7:30 AM	7:30 - 7:40 AM	7:45 - 8:00 AM	7:45 - 8:00 AM
School Day	K-3 7:30 AM - 3:00 PM Pre-K 7:30 AM - 2:45 PM	7:45 AM - 3:15 PM	8:00 AM - 3:19 PM	8:00 AM - 3:19 PM

- PreK-6 Early Release Days: Grades PreK-3 dismissal 11:45 AM & Grades 4-6 dismissal 12:00 PM
- MS & HS/Collegiate Institute Early Release Days: dismissal 11:40 AM

FOOD SERVICE AND SUPPORT

All PHA students will have access to FREE breakfast and lunch every day during the 2021-2022 school year. The United States Department of Agriculture (USDA) has approved all schools to offer **one free lunch and one free breakfast to all students** regardless of income. Menus can be found on our website and [PHA Meals Program - Programs](#). Meal ordering is done through a My School Bucks account at www.mealorders.com. Please contact meals@phacs.org with any questions.

REMOTE LEARNING

Remote learning is no longer an option in the upcoming school year per the Commissioner of Education. Please refer to the DESE COVID-19 guidance issued on May 27, 2021, page 4:

Districts will no longer be able to offer remote learning as a standard learning model. As noted above, districts and schools will be required to be in-person, full-time, five days a week this fall. Pathways that existed prior to the pandemic for offering virtual learning to individual students in limited cases will remain available to districts and schools. These include [home/hospital instruction](#) due to a documented medical condition, 3 single district virtual schools, and other narrow circumstances.

QUARANTINE/ISOLATION INSTRUCTIONAL PLANNING

As we start the school year, if a student is required to isolate or quarantine they will be considered absent just as they would be for any other illness. If students are sick they should rest while at home and PHA educators will strive to support students as best as possible and in making up any missed instruction and assignments upon their healthy return to school.

We are currently working with our campus leaders who will collaborate with our teachers on developing instructional plans for quarantine and isolation. We will provide an update on this planning in the beginning of October.

Like last school year, PHA will closely monitor our COVID-19 test positivity data and data on quarantine and isolation rates and any impact through the month of September and onward. We will also work closely with DESE as we await further guidance on attendance and structured learning time.

SPECIAL EDUCATION

DESE has put together a helpful resource for questions regarding special education, [Coronavirus/Covid-19 Frequently Asked Questions For Schools And Districts Regarding Special Education](#). The following are excerpts from the DESE document regarding the continuing option for virtual IEP meetings and compensatory services.

Q: Can districts continue to hold virtual IEPs meetings?

Yes. As students return to full-time, in-person learning, it is more important than ever to build strong relationships with families and continue meaningful family engagement initiatives that may facilitate family

participation.

The Individuals with Disabilities Education Act (IDEA) contemplates that IEP meetings may be held via telephone and/or video conference. Districts can continue to hold IEP Team meetings using these alternative means of meeting participation if the parent or guardian agrees to participate using these alternative means.

The school or district should contact the parent or guardian to ask if the parent or guardian agrees to participate in a Team meeting virtually or telephonically.

Q: What are the factors that might lead to consideration of compensatory services for students as a result of unforeseen circumstances or inability to fully implement an IEP during the 2020-21 school year?

United States Department of Education (USED) and Department of Elementary and Secondary (DESE) have stated that all students were entitled to receive Free and Appropriate Public Education (FAPE) during the 2020-2021 school year regardless of the instructional model used (remote, hybrid, or modified in-person). DESE's [COVID-19 Compensatory Services Guidance](#) was intended to address any disruption or delay in instruction or service delivery during the spring and summer of 2020. However, if a student's IEP was not fully implemented or if other extenuating circumstances arose during the 2020-2021 school year that impacted the student's ability to access FAPE, the Team should seek to address any need for compensatory services as necessary and appropriate. In particular, IEP Teams should discuss the individual need for compensatory services for the following groups of students who are potentially more likely to need those services:

Students with disabilities in districts that were fully remote for three or more months during the 2020-21 school year;

All students with disabilities who were chronically absent during the 2020-21 school year; and

All students with disabilities who had significant difficulty accessing remote learning offered by the school district due to the nature or severity of the child's disability, technology barriers, language access barriers, or barriers resulting from the pandemic.

A discussion about compensatory services related to issues stemming from the 2020-2021 school year can occur during the annual Team meeting, during a meeting that has been scheduled to discuss COVID-19 Compensatory Services stemming from the 2019-2020 school year, or during any other Team meeting.

ENGLISH LANGUAGE LEARNERS (ELL)

PHA will strive to fully support our ELL students and families as we return to in-person instruction. Instruction will focus on closely monitoring student progress, the acceleration of learning and using grade-level content and standards. English as a second language teachers will plan for instruction by reviewing students' WIDA ACCESS scores, the state English language proficiency assessment, that was administered in the spring of 2021. Results will inform the specific areas of reading, writing, listening, and speaking strengths and areas of need.

EXTRA-CURRICULAR ACTIVITIES

Here is a document providing [Guidance for Courses Requiring Additional Safety Considerations](#) that many districts, including PHA, are now following. At this time, all extracurricular, and athletic restrictions have been relaxed by DESE. The Massachusetts Athletics Association has not issued any updated guidance and has indicated all decisions are to be made at the local level. Our Athletic Director is working with the associations and directors of our 2 athletic leagues and will issue updated and detailed PHA athletic protocols. At this time, all student athletes are required to participate in weekly testing. Masks are required for all indoor co-curricular participants. For outdoor sports, students who are vaccinated may practice without masks. All students who are not vaccinated are required to wear masks for outdoor sports. At this time we await guidance from the leagues on mask requirements for games for outdoor sports. Coaches will continue to mitigate as much risk as reasonable in order to ensure continuous participation, whilst maintaining safety. Locker rooms will not be in use at this time. An update on the protocol for spectators will be forthcoming.

FACILITIES AND OPERATIONS

Building Cleaning, Sanitization, and Disinfection Protocols

Daily electrostatic disinfection will continue to disinfect each classroom/learning space, dining, and office. Our PHA custodians will also disinfect high-touch surfaces throughout the day.

Prospect Hill Academy Charter School Cleaning Protocol Overview

Prospect Hill Academy operates four instructional buildings on three campuses and a separate administrative office. All buildings are cleaned nightly by third-party commercial cleaning contractors. In addition, PHA employs custodial staff at each campus to assist with operational tasks during the school day. In response to the COVID-19 pandemic, contractor specifications, custodial responsibilities, and many on-campus procedures have been modified. Cleaning specifications and custodial responsibilities are detailed; the table below outlines highlights of each.

	“Restoration” (before school opens to faculty and students)	“Back to Normal” (Fully onsite)
Cleaning company	<p>PHA pauses nightly campus cleaning during the summer until the cleaning company does the “strip and wax” of floors and a general “restoration” cleaning immediately prior to the return of faculty and students.</p> <p>Administrative offices are cleaned all year by the landlord’s cleaning company.</p>	<p>Resume normal daily, weekly, monthly and annual cleaning and inspections.</p> <p>If risk of Covid-19 virus persists, maintain COVID-19 model cleaning and protocol. Orthostatic Cleaners are used daily to conduct deeper cleaning and sanitization.</p>
PHA custodians	<p>PHA custodians perform numerous summer maintenance projects including painting, light repairs, room reconfigurations, equipment maintenance, light construction, etc. This year, room configuration included COVID-19-related changes.</p>	<p>Resume normal daily, weekly, monthly and annual routines. If risk of COVID-19 virus persists, maintain COVID-19 model cleaning and ventilation and protocols. Orthostatic Cleaners are used daily to conduct deeper cleaning and sanitization.</p>
PHA faculty, staff, and administration	<p>Faculty: before summer, inform principals of issues needing repair or replacement in classrooms.</p>	<p>Resume normal daily routines. If risk of COVID-19 virus persists, maintain COVID-19 sanitation and PPE protocols.</p>

Responsibilities To Promote Air Quality Within Classrooms

Facilities Team	Campus Leaders	Faculty	Families and Students
<ul style="list-style-type: none"> • Upon arrival, make sure the heat is on • First thing in the morning, ensure classroom air purifiers are on and properly located; if classroom is hot, open one classroom window, the one farthest from the unit, a few inches • Open interior classroom doors to promote circulation of air around the building; teachers may decide to close doors later but they should be open initially • Make sure any mechanical settings within the building that promote air circulation are on (corridor fans, ERU unit, etc.) 	<ul style="list-style-type: none"> • Explain, and as needed reiterate, what's expected of the facilities team, faculty, and students • Periodically visually inspect classrooms and open spaces to see that protocols are being followed • Communicate with the facilities manager any sustained pattern(s) of non-compliance • Communicate with faculty any sustained pattern(s) of non-compliance • Notify facilities if the temperature falls below the acceptable range • Remind students and families to dress in layers; some rooms will be cooler than others 	<ul style="list-style-type: none"> • Upon entering your classroom, confirm that an air purifier is running • Turn on unit if it is not running • Keep windows open as much as possible. If a window is partially open and the room is cold, it's okay to close the window; if the room is hot, it's also okay to open more windows preferably those far from the air purifier • Notify the principal if the room temperature drops below a reasonable level keeping in mind that the range of acceptable temperatures will be wider during the pandemic • Wear your mask and wash your hands frequently! 	<ul style="list-style-type: none"> • Dress in layers - it might be cooler in your classroom • Dress to impress! Get a PHA sweatshirt or fleece at the same place you bought your polo shirt • Bring a jacket just in case; sometimes it will get cooler in classrooms • Don't close any windows or doors - let an adult decide whether that needs to happen • Use your inside voice - when the classroom doors are open and an air purifier is running, it will be noisier in the building but we should still use our "indoor voices" • Wear your mask and wash your hands!