I. Overview

1. Activity Area: Falk Laboratory School
2. Name of Activity Area Lead: Jeff Suzik, Director
3. Name of Individual Submitting Report: Jeff Suzik
4. Date of Submission 07-28-2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:
   a. During **Elevated Risk and Guarded Postures**, Falk Laboratory School will be able to offer full-day, in-school operations for its entire K-8 student body and its faculty and staff of approximately 60. Falk's operations will be split between two sites this coming academic year: grades K-5 (approximately 275 children and 30 faculty/staff members) will be at 4060 Allequippa Street and grades 6-8 will be housed in leased space in Rodef Shalom’s educational wing, which is located at 4905 Fifth Avenue (approximately 140 children and 30 faculty/staff members). The two sites allow the Falk community to de-densify and enact all major published and publicly accessible guidelines from the Centers for Disease Control, Pennsylvania Departments of Education and Health, and others for safe and responsible reopening of schools. In service to de-densifying our work and learning spaces, a small number of administrative staff will continue to engage in remote work throughout both the Elevated Risk and Guarded Risk Postures. Students at all grade levels and at both sites will be separated into self-contained, socially-distanced pods of no more than twelve students each, and will engage in limited movement throughout the buildings over the course of the academic day. There will be no mixing of children from different pods/groupings and no gatherings of more than twelve children at a time. The only common spaces which will be used by multiple groups of learners will be the outdoor play spaces, art studio (formerly the cafeteria), the gymnasium, and the multi-purpose room (at 4060 Allequippa Street) and the art room, multi-purpose room, and atrium (at 4905 Fifth Avenue). Each time one of these communal spaces is used, immediate cleaning will occur. Lunch will be served in self-contained classrooms and will consist solely of cold, boxed options (sandwiches, salads) for those families who wish to order meals from Pitt Food Service (others will bring their own food from home). Occupancy limits for bathroom usage will be established and students and adults alike will be instructed on health-
conscious handwashing, which will happen throughout the day upon entering or departing a space. Both sites will follow a strict no visitors policy, which includes family members and caregivers. Operational hours will remain largely the same as they typically have been, but with staggered arrival and dismissal times which will allow flexibility for families with children at both sites (8:15 am start time for middle school at Rodef Shalom; 8:45 am start time for K-5 at 4060 Allequippa Street). Health checks will be conducted curbside at both sites at the start of every day.

b. Falk Laboratory School will move to fully online distance learning strategies and a full work from home model under **High Risk Posture**. Established communication protocols will be followed to inform all stakeholders of this closure.

c. Families will be oriented prior to the start of school to ensure that they have completed any and all required paperwork. They will also attend classroom-specific Zoom meetings and an administrator-focused Zoom meeting to process and understand the plan and what is going to be expected of all members of the Falk community—children and adults alike—when they are on campus (physical distancing, mask/face cover wearing, and so on).

2. As the lead of this activity area, I hereby confirm that Falk Laboratory School commits to following the University’s Standards and Guidelines.

II. Functions in High Risk, Elevated Risk, and Guarded Operational Postures

1. High Risk Operational Posture
   a. Falk Laboratory School will move to fully online distance learning strategies and all faculty and staff will work exclusively from home under **High Risk Posture**. Communication protocols will be followed to inform all stakeholders of this closure. Instruction and learning will be delivered using the K-8 version of the Canvas Learning Management System, with synchronous learning activities and meetups being delivered by Zoom.

2. Elevated Risk and Guarded Operational Postures
   a. Function 1
      i. What: Administrative and Business Operations
      ii. How: Falk Laboratory School administrators and administrative staff members will adhere to all standards and guidelines in administrative and business operations as they relate to **Face coverings**, **PPE and Personal Hygiene**, **Shared Spaces**, and **Cleaning, Disinfection and Hygiene**.
         1. Face coverings
            a. Front Desk/Lobby and Administrative Offices
i. Will provide their own face coverings or they will be provided by Falk Laboratory School.

ii. Will wear face coverings at all times in the lobby, at the front desk, in admissions, and in the main administrative offices, which are all shared spaces.

iii. Administrators who occupy single-occupancy workspaces will have the option to wear face coverings when they are working alone in their private spaces (Director, Assistant Director, Manager of Administrative Operations, Manager of Constituent Relations, Equity, Inclusion & Justice Coordinator)

iv. All faculty, staff, and administrators will wear face coverings at all times in the public rest rooms, library, gymnasium, teacher work room, mail room, multi-purpose room, and hallways.

v. All faculty, staff, and administrators will wear their face coverings at all times when traveling to or spending time in other buildings on campus.

vi. Will wear a face covering when going outdoors if six feet of physical distancing is not possible.

b. Family Members/Caregivers

i. Will wear face coverings throughout the entire drop off and pick up procedures, and during daily health check in routines.

ii. Will wear face coverings when picking up a sick child or one who has an early dismissal. They will contact the Front Desk announcing their arrival and will be met at the Main Entrance.

c. Faculty

i. Will provide their own face coverings or they will be provided by Falk Laboratory School.

ii. Will wear face coverings at all times in the building, on the playgrounds, rooftop play terraces, and outdoor tent-based learning spaces.

d. University of Pittsburgh Staff

i. If building access is required (food service deliveries, maintenance and grounds crew visits, custodial services, campus mail deliveries, etc.), individuals must wear face coverings and use hand sanitizer upon arrival.
e. Outside Deliveries/Services
   i. If building access is required (FedEx, UPS, County Health Department food service inspectors) individuals must wear face coverings and use hand sanitizer upon arrival.
   
f. Signage will be posted on front doors stating the requirement of wearing masks when in Falk facilities.

2. PPE and COVID-mitigation supplies
   a. School nurse and/or administrative staff will wear PPE if a child becomes ill during the school day and they need to be escorted to the Isolation Room until a family member/caregiver arrives to pick them up (PPE includes gloves, gowns, masks, face shields, and disposable gowns). Staff will be trained on use of PPE by Environmental Health and Safety.
   
b. School nurse and others trained to conduct daily health checks upon students' arrival will wear full PPE during the morning check-in process.
      i. Daily health check personnel will check the temperature of all children before entry. Health check personnel will also ask required health-check-related COVID questions to each family/caregiver. Health check personnel must also look for flushed cheeks, rapid or difficult breathing, fatigue, or other symptoms of unwell conditions.
      
      ii. Health check personnel will check the temperatures of all faculty and staff members before entry into Falk Laboratory School. Health check personnel must also affirm that the faculty/staff member has completed the University of Pittsburgh’s health self-attestation online. If they haven’t completed it prior to entry, the health check personnel must have them complete it on their mobile device before gaining entry into Falk Laboratory School.

3. Personal hygiene
   a. Faculty, staff, and administrators will wash their hands frequently and thoroughly (i.e., between fingers and surfaces of palms) with soap and water for at least twenty seconds. They must also thoroughly dry their hands with a
paper towel dispensed by a hands-free paper towel dispenser, located in all Falk Laboratory School restrooms. If soap and water are not available, they must use antibacterial gel with 70% alcohol and cover all surfaces of their hands and rub them together until dry. Faculty, staff, and administrators must practice hand hygiene before touching their face, before preparing/eating food, after coughing or sneezing, before and after touching high-contact surfaces, and before and after putting on a face covering or mask, and after using the restroom or spending time in a common area.

i. Handwashing signs have been posted in all public restrooms.
ii. Touch-free hand sanitizers and touch-free paper towel dispensers have been installed throughout the Falk School building.
iii. Hand sanitizer will be available in all common spaces and at every employee’s desk.
iv. All faculty, staff, and administrators will view the University-recommended YouTube video training on hand washing and sanitizing procedures during opening days meetings and health trainings.

b. Face Coverings
i. Faculty, staff, and administrators will avoid touching face, eyes, nose, or mouth, excluding to grasp ear loops or ties of their face covering.
ii. Faculty, staff, and administrators will wash hands or use hand sanitizer after removing face coverings or masks.
iii. Faculty, staff, and administrators will be expected to launder cloth face coverings routinely at home.

c. An office staff or administrative staff must sanitize all high-touch areas in the front desk/lobby area and in the main office spaces throughout the building every hour during the day.

4. Physical Distancing
a. Elevator must be used by one individual at a time and not by children at all (as is our existing policy) unless related to an ADA/accessibility situation which necessitates it.
b. Six-foot distancing markers and signs have been placed in the main lobby and in front of the elevator on each of the three levels and all throughout the building in common spaces and hallways. Similar signage is being installed at the second site.

c. Shared restrooms have been retrofitted to operate at lower capacity (locked stalls, inoperable middle sinks, signs in all restrooms which label these resources as “not in operation,” etc.).

d. A Plexiglass shield will be installed at the Front Desk in the main lobby.

e. Signage/stickers have been posted to caution individuals from using bench seating in the main lobby to ensure physical distancing.

f. The office spaces of the Director’s Administrative Assistant, the Assistant Directors, the Manager of Administrative Operations, the Communications Manager, the School Accountant, the Manager of Constituent Relations, and the Equity, Inclusion, and Justice Coordinator will be inaccessible to all Falk School staff and faculty. A floor marker will be placed outside the doors indicating that individuals should stand outside the doors when communicating with staff occupying these spaces.

g. The Director’s Office will not be inaccessible to faculty and staff as it is large enough to provide six feet of social distancing for a private, one-on-one conversation. If and when such a conversation occurs, all parties will remain masked.

5. Gatherings

a. The Falk Conference Room is closed and no meetings or gatherings will take place in this space. Signage will be added to the door to inform the faculty and staff community that this space is closed.

b. All faculty and staff meetings will continue to be conducted via Zoom, even when individuals are all currently working in the buildings.

c. The Teacher Workroom/copy room will be limited to three occupants which will allow for the required six feet of physical distancing at all times and signage will be added.
d. The Faculty/Staff Lounge/Mailroom will be limited to one person occupancy and signage will be posted attesting to this.

6. Interior ventilation
   a. Falk School’s ventilation and airflow system was cleaned, tested, and calibrated for optimal operation by Facilities Management in accordance with annual maintenance protocols.

7. General cleaning and disinfecting
   a. Falk administrators and office staff must clean frequently touched surfaces and objects within their workspaces regularly using an EPA-approved disinfectant for the virus that causes COVID-19 including their desk, phone, computer and chair, including before use.
   b. All Falk faculty and staff must disinfect the bathroom surfaces using an EPA-approved disinfectant for the virus that causes COVID-19 before and after usage.
   c. Disinfecting wipes must be safety stored in each office space for regular use.

8. Cleaning and disinfecting for Facilities Management and Auxiliary Services
   a. Facilities Management must disinfect highly touched surfaces in the common areas of our building hourly using an EPA-approved disinfectant for the virus that causes COVID-19. This includes handrails, door glass and handles, backs of chairs, and all the frequently touched materials in the shared Teacher Workroom, Mailroom, and Front Lobby.
   b. Entire School must be deep cleaned by Facilities Management and Auxiliary Services prior to re-opening.
   c. Facilities Management must clean the shared bathrooms throughout the building twice a day.
   d. Facilities Management must properly disinfect all contacted surfaces following facilities maintenance and repair.
   e. Facilities Management must clean the entire School each night.

9. Cleaning after a COVID-19 positive case, as outlined in the University Standards and Guidelines on Cleaning, Disinfection and Hygiene:
a. EH&S must be notified
b. Classroom must be closed for 24 hours before cleaning
c. Entire building will likely close for a period of 48 hours (as per Pennsylvania Department of Health) and the entire building must be cleaned by Facilities Management.

10. Chemicals for proper disinfection
   a. Offices must be provided with disinfectant wipes for regularly cleaning of frequently touched surfaces. Facilities Management has supplied Falk with the disinfectant wipes and they will be stored in the supply closet behind the Front Desk area.
   b. Disinfectant wipes must be stored locked up and out of the reach of children

iii. Number of People/Positions required on campus: In Elevated Risk and Guarded Risk operational postures, we will require three administrators (Director, two Assistant Directors), the Manager of Business Operations, Front Desk receptionist, and School Nurse to be present during operational hours. Additional administrative staff members may be granted work-from-home privileges or partial week in-attendance schedules to help limit capacity in the building, as is practical or as is needed (this includes the Director’s Administrative Assistant, Accountant, Manager of Constituent Relations, Admissions Office staff members, and Communications Manager). There will also be up to fifty teachers, ten staff members, and 415 children at full capacity, between the two sites.

iv. Building: Falk Laboratory School (4060 Allequippa Street) and leased space at Rodef Shalom (4905 Fifth Avenue)

b. Function 2
   i. What: Classroom/Learning Space Operations
   ii. How: Falk Laboratory School faculty and staff must adhere to all standards and guidelines in classroom functions as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene. All children at Falk School, at every grade level, will wear face coverings, and all children at all grade levels will be taught proper hygiene practices. Falk School students will be taught physical distancing and attempt to adhere to it, as possible and feasible in relation to their ages and developmental stages.
   1. Face coverings
      a. All faculty, staff, and administrators will wear face coverings while in the classroom and other learning spaces
(outdoor, tent-based classrooms, playground, terraces, etc.). This may include masks, face shields, or both.

i. Faculty, staff, and administrators will need to remove face coverings when eating, which will be done exclusively in classrooms (not the cafeteria) for the foreseeable future.

ii. When removed for eating, face coverings should be placed on a paper towel labeled with the faculty, staff, or administrator’s name next to their eating space or worn around the neck.

iii. Face covering must be worn in the hallways, bathrooms, and throughout the drop off and pick up procedures by all faculty, staff, and administrators.

b. All children will wear face coverings while in the classroom and other learning spaces (outdoor, tent-based classrooms, playground, terraces, etc.).

i. Children will need to remove face coverings when eating, which will be done exclusively in classrooms (not the cafeteria) for the foreseeable future. Students will remain in their personal workspaces at the same six-foot social distancing as they will maintain during learning activities.

ii. When removed for eating, student face coverings should be placed on a paper towel labeled with the child’s name next to their eating space or worn around the neck.

iii. Face covering must be worn in the hallways, bathrooms, and throughout the drop off and pick up procedures by all children.

c. Face coverings will be provided by Falk School if a faculty or staff member or child forgets their face covering for the day.

2. PPE and COVID-mitigation supplies

a. School nurse and/or administrative staff will wear PPE if a child becomes ill during the school day and they need to be escorted to the Isolation Room until a family member/caregiver arrives to pick them up (PPE includes gloves, surgical masks and disposable medical gowns).

3. Personal hygiene
a. Staff, faculty, and children must wash their hands frequently and thoroughly (i.e., between fingers and surfaces of palms) with soap and water for at least twenty seconds. They must also thoroughly dry their hands with a paper towel. If the sink is in use or otherwise unavailable, they must use antibacterial gel with 70% alcohol and cover all surfaces of their hands and rub them together until dry. Hand hygiene will be practiced as much as possible, and children and adults must wash hands before touching their face, before preparing/eating food, after coughing or sneezing, before and after touching high-contact surfaces, and before and after putting on a face covering or mask.

b. Face coverings
   i. Staff, faculty, and children must change personal face coverings when they are soiled.
   ii. Staff, faculty, and children’s face coverings must not be worn for consecutive days without being laundered.
   iii. Faculty, staff, and administrators must avoid touching face, eyes, nose, or mouth.
   iv. Faculty, staff, and administrators must wash hands or use hand sanitizer after removing face covering or mask.

4. Daily Health-Check Procedures
   a. Faculty, staff, administrator and children’s temperatures must be taken upon arrival using a touchless infrared thermometer. Anyone child, faculty, staff member, or administrator with a temperature above 100.4 will be sent home.
   b. If temperature 100.4 or greater:
      i. Student, faculty, or staff member will be immediately isolated in separate ventilated room until arrangements can be made for a student to be picked up or a faculty/staff member to safely leave.
   c. Prior to their arrival (or to their children’s arrivals via public school bus), families must have completed the daily health check and submitted it electronically. The same will be true for faculty, staff, and administrators. If families have not yet completed the health check document prior
to arrival, they will be expected to do it from their vehicles via a phone-based application.

d. If the answer to all of the questions from the health disclosure form is “no”:
   i. faculty, staff member, administrator, or student will be checked for signs of being sick, such as flushed cheeks or tiredness.
   ii. School nurse and other health screeners will keep a distance of at least six feet of or have a physical barrier between them and the students, faculty, staff, and administrators during morning health assessments.
   iii. School nurse and other health screeners will wear disposable gloves and gowns, as well as masks, face shields, or goggles.

e. Faculty, staff, and students with any illness will be expected to stay home.

5. Physical distancing
   a. Each typical classroom configuration has been divided into two halves, or “pods.” In other words, a group of children who would normally occupy one learning space/classroom will now be spread out between two. This will allow for more adequate physical distancing of children.
   b. Space in classrooms will be reallocated to eliminate any natural group play and instead, new activity areas will be created to promote individual play and promote individual learning activities.
   c. Group sizes have been reduced by about 50% in order to allow for physical distancing in our classrooms, with no room having more than twelve children in it.
   d. Facilities has limited bathroom capacity by removing access to certain stalls and sinks, by putting up signs, using caution tape, and turning off running water. Bathroom breaks for children will be scheduled out and staggered to further limit occupancy.
   e. Signage has been added to every classroom reminding teachers of physical distancing.
   f. Developmentally appropriate visual aids will be placed in every classroom reminding children of physical distancing. These will be used as teaching tools for children to
understand physical distancing as it relates to their classroom environment.

g. Drop off procedures:
   i. Family members/caregivers will not leave their vehicles when dropping off children in the morning. Children will exit vehicles (personal cars or school buses) and use physical distancing markers to stay at a safe distance while waiting for the morning health check in.
   ii. Children will use two different entrances at the 4060 Allequippa Street exit to reduce flow, organized by grade level. Health check-in personnel will be stationed at both entrances.
   iii. Faculty, staff, and administrators will also use the physical distancing markers on the sidewalk along the building when waiting for their turn to be checked in.

h. Pick up procedures:
   i. Family members/caregivers must call the office when they have arrived to pick up their child at any time other than the end-of-day dismissal time, and display a placard with their child’s name on it.
   ii. Front Desk assistant will alert the classroom and inform them to get the child ready to go home.
   iii. A “runner” will pick the child up from the classroom and deliver them to their car.

i. Communication needs
   i. Faculty must use their classroom phones to contact the office or the administrative staff for all needs.
   ii. All meetings will be replaced with virtual meetings via Zoom, even when individuals are all in the building at the same time.

6. Gatherings
   a. No gatherings of more than twelve students will occur in either building. No classes will exceed this number, and no learning activities will involve more than this number of children.
   b. Field trips will not occur at any risk posture.
c. Instrumental and choral music (playing wind instruments or singing in large groups while at school) will not occur under any risk posture.

d. Competitive, interscholastic athletics will not occur at any risk posture.

e. Classrooms will not combine with other classrooms for any sorts of gatherings or events at any risk posture.

f. Special events that require visitors or the need to combine classrooms will not occur at any risk posture.

7. General cleaning and disinfecting

a. Hourly disinfecting of frequently touched surfaces must take place in each classroom/learning by one of the team of teachers or a staff member, using an EPA-approved disinfectant for the virus that causes COVID-19.

b. Disinfecting wipes must be safety stored in all of the classrooms for the teacher’s and/or staff member’s use only.

c. Shared materials must be disinfected after used by using an EPA-approved disinfectant for the virus that causes COVID-19.

8. Cleaning and disinfecting for Facilities Management and Auxiliary Services

a. All classrooms must be deep cleaned by Facilities Management and Auxiliary Services prior to re-opening.

b. Classroom must be cleaned by Facilities Management and Auxiliary Services every night as a continuation of practices pre COVID-19.

9. Chemicals for proper disinfection

a. Classrooms must be provided with disinfectant wipes for required hourly disinfectant of frequently touched surfaces.

b. Disinfectant wipes must be stored out of the reach of children.

iii. Number of People/Positions Required on Campus

1. There will also be up to fifty teachers, ten staff members, and 415 children at full capacity. Falk’s operations will be split between two sites this coming academic year: grades K-5 (approximately 275 children and 30 faculty/staff members will be at 4060 Allequippa Street) and grades 6-8 will be housed in Rodef
Shalom’s educational wing, which is located at 4905 Fifth Avenue (approximately 140 children and 30 faculty/staff members).

2. In Elevated Risk and Guarded Risk operational postures, we will require three administrators (Director, two Assistant Directors), the Manager of Business Operations, Front Desk receptionist, and School Nurse to be present during operational hours. Additional administrative staff members may be granted work-from-home privileges or partial week in-attendance schedules to help limit capacity in the building, as is practical or as is needed (this includes the Director’s Administrative Assistant, Accountant, Manager of Constituent Relations, Admissions Office staff members, and Communications Manager).

iv. Building: Falk Laboratory School (4060 Allequippa Street, K-5); Rodef Shalom (4905 Fifth Avenue, 6-8)

c. Function 3:
   i. What: Playground and Outdoor Learning Space Operations
   ii. How: Falk Laboratory School faculty, staff, and administration must adhere to all standards and guidelines in playground and outdoor learning space functions as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.

All children must wear masks/face coverings and must be taught proper hygiene practices. When on the playground and in other outdoor learning spaces (rooftop terraces, basketball courts) children must be taught physical distancing and attempt to adhere to it, as possible and feasible.

1. Face coverings
   a. All faculty, staff, and administrators must wear face coverings while on the playground and in other outdoor learning spaces.
   b. All children must wear face coverings while on the playground and in other outdoor learning spaces.

2. PPE—see above

3. Personal hygiene
   a. Children and faculty, staff, and administrators must wash their hands (i.e., between fingers and surfaces of palms) with soap and water for at least 20 seconds before and after spending in outdoor learning spaces and the playground. They will also thoroughly dry their hands with a paper towel. If the portable sink is in use or otherwise unavailable, they must use antibacterial gel with 70% alcohol and cover all surfaces of their hands and rub them
together until dry. Hand hygiene will be practiced as much as possible, and children and adults must wash their hands before touching their face, before preparing/eating food, after coughing or sneezing, before and after touching high-contact surfaces, and before and after putting on a face covering or mask.

4. Physical distancing
   a. Pods of children will not intermix while using the playground or any other outdoor learning spaces.
   b. A schedule will be created to allow each group to use the playground without intermixing with others.
   c. When lining up to leave the playground, children must use the physical distance markers to ensure adequate spacing.
   d. Children will be encouraged to engage in gross motor activities that allow for physical distancing and congregating will be discouraged.

5. Gatherings
   a. Classroom groups that use the playground will have a maximum of twelve children plus two adults.

6. General cleaning and disinfecting
   a. Disinfecting of frequently touched surfaces (playground equipment, tables, benches, swings and any other synthetic materials) must take place after any pod’s visit to the playground by one of the team of teachers on the playground while in use by a group using an EPA-approved disinfectant for the virus that causes COVID-19.

7. Cleaning and disinfecting for Facilities Management and Auxiliary Services
   a. Playground must be deep cleaned by Facilities Management and Auxiliary Services prior to re-opening.
   b. High touch surfaces including all playground equipment, tables, benches, swings and other synthetic materials on the playground must be cleaned after each group by Facilities Management using a garden sprayer containing an EPA approved disinfectant.

iii. Number of People/Positions Required on Campus – Same as above
iv. Building: Falk Laboratory School (4060 Allequippa Street, K-5); Rodef Shalom (4905 Fifth Avenue, 6-8)
III. Transitions between Operational Postures

As risk levels increase and/or decline:

Falk Laboratory School will move to fully online distance learning strategies and a full work from home model under High Risk Posture, and, potentially, under Elevated Risk or Guarded Risk postures as well, should the state or federal government mandate the closing of schools or should local conditions warrant a move from in-person instruction for K-8 learners. Established communication protocols will be followed to inform all stakeholders of this closure.

Should we find ourselves closed under a High Risk Posture (or any posture) and conditions improve allowing us to move into a Guarded Risk Posture, Falk Laboratory School will reopen for in-person instruction and learning and a return to work plan for most employees.

Established communication protocols will be followed to inform all stakeholders of this change giving as much notice as possible.

An additional transition to note is the recommendations made for K-8 or K-12 schools by the Pennsylvania Departments of Health and Education. All areas that the student/staff/faculty member occupied will be closed for 48 hours (or as long as practical) following a diagnosed case, which quite likely would mean the entire facility/building. Rooms will be cleaned, sanitized, and ventilated per current recommendations from the CDC and/or PDH. The School will identify close contacts of a person with a confirmed or probable case of COVID-19 from the period 48 hours before symptom onset to the time the person was isolated. Falk will communicate to staff and families regarding the situation while maintaining the privacy of the affected individual(s). It is highly probable that a diagnosed case in a pod, classroom, or unit of the School will result in mandatory quarantine of all students, faculty, and staff who came in contact with the infected individual.

IV. Stakeholder Outreach

Key Stakeholder of our activity area are:

1. Families/Caregivers
2. Falk Laboratory School Faculty, Staff, and Administrators
   i. Internal communications will be done promptly using our One Call automated system and via a second message through our InResonance Broadcaster system.
ii. All administrative meetings (faculty, staff, or full employee group) will occur via Zoom, even when individuals are in present in the building at the same time.

iii. Faculty members will communicate with family members/caregivers via email, telephone, and Zoom video conferencing. They will also use our Learning Management System, Canvas, to communicate with both children and families/caregivers, in particular if we pivot to a new operational stance and are in full distance-learning and distance-working mode. Families/caregivers will not have access to the physical learning spaces or the buildings in general.

3. Falk School Board
   i. For updates on financial implications of our movement between different operational postures and to keep School Board members apprised of developments in general, since many are not currently enrolled families who would not receive the information otherwise.

4. School of Education

5. Compass Dining Services
   i. For coordination of delivered snacks and boxed lunches (salads and sandwiches) for children and adults.

6. Facilities, Custodial Services & Grounds
   i. Falk Laboratory School will communicate our operational postures with internal departments via emails and phone calls to inform them of any changes or concerns or needs.

7. Environmental Health and Safety
   i. Falk Laboratory School will communicate our operational postures with internal departments via emails and phone calls to inform them of any changes or concerns or needs.

8. Pennsylvania Departments of Education and Health
   i. As we resume operations in all postures, we will continue to monitor any and all modifications or changes to the requirements and recommendations made, first and foremost, by the Pennsylvania Departments of Education and Health for the safe and healthy operation of K-8 schools in the Commonwealth, adjusting our practices, policies and procedures accordingly as guidance changes.
   ii. All adjustments in programming will be communicated immediately to families/caregivers, faculty, staff, and administration via One Call and InResonance Broadcaster messaging.

V. Monitoring and Amendment
Any revisions to this plan must be reviewed by Dean of the School of Education and approved by the Provost and Senior Vice Chancellor.

Falk Laboratory School Director Jeff Suzik will monitor compliance in the activity area and Assistant Directors Joanna Newlin and Jill Sarada will monitor compliance in the activity area in Jeff Suzik’s absence.